

**INFORMATION TO OFFERORS OR QUOTERS  
SECTION A - COVER SHEET**

1. SOLICITATION NUMBER

2. (X one)

N00173-98-R-LS06

☐ a. SEALED BID

☒ b. NEGOTIATED (RFP)

☐ c. NEGOTIATED (RFQ)

**INSTRUCTIONS**

**NOTE THE AFFIRMATIVE ACTION REQUIREMENT OF THE EQUAL OPPORTUNITY CLAUSE WHICH MAY APPLY TO THE CONTRACT RESULTING FROM THIS SOLICITATION.**

You are cautioned to note the "Certification of Non-Segregated Facilities" in the solicitation. Failure to agree to the certification will render your reply nonresponsive to the terms of solicitations involving awards of contracts exceeding \$25,000 which are not exempt from the provisions of the Equal Opportunity clause.

"Fill-ins" are provided on the face and reverse of Standard Form 18 and Parts I and IV of Standard Form 33, or other solicitation documents and Sections of Table of Contents in this solicitation and should be examined for applicability.

See the provision of this solicitation entitled either "Late Bids, Modifications of Bids or Withdrawal of Bids" or "Late Proposals, Modifications of Proposals and Withdrawals of Proposals."

When submitting your reply, the envelope used must be plainly marked with the Solicitation Number, as shown above and the date and local time set forth for bid opening or receipt of proposals in the solicitation document.

If NO RESPONSE is to be submitted, detach this sheet from the solicitation, complete the information requested on reverse, fold, affix postage, and mail. NO ENVELOPE IS NECESSARY.

Replies must set forth full, accurate, and complete information as required by this solicitation (including attachments). The penalty for making false statements is prescribed in 18 U.S.C. 1001.

**3. ISSUING OFFICE (Complete mailing address, including ZIP Code)**

CONTRACTING OFFICER  
NAVAL RESEARCH LABORATORY  
ATTN: CODE 3230.LS  
WASHINGTON DC 20375-5326

**4. ITEMS TO BE PURCHASED (Brief description)**

PROVIDE TRANSPORTATION EQUIPMENT MANAGEMENT, OPERATION & MAINTENANCE OF THE EQUIPMENT;  
MAINTENANCE OF GROUNDS; AND PEST CONTROL SERVICES AT THE NAVAL RESEARCH LABORATORY

**5. PROCUREMENT INFORMATION (X and complete as applicable)**

☐ a. THIS PROCUREMENT IS UNRESTRICTED

☒ b. THIS PROCUREMENT IS A 100 % SET-ASIDE FOR ONE OF THE FOLLOWING (X one). (See Section I of the Table of Contents in this solicitation for details of the set-aside.)

☒ (1) Small Business

☐ (2) Labor Surplus Area Concerns

☐ (3) Combined Small Business/Labor Area Concerns

**6. ADDITIONAL INFORMATION**

The Naval Research Laboratory Contracting Division issues solicitations and amendments to solicitations electronically via the Internet at the following website: <http://heron.nrl.navy.mil/contracts/home.htm>.

Any amendments to this solicitation will be posted at that website. Amendments will not be distributed by any other means. It is the responsibility of potential offerors to periodically review the website for amendments to this solicitation.

**SEE L-2 SITE VISIT**

**NOTE: THIS PROCUREMENT IS 100% SET-ASIDE FOR SMALL BUSINESSES**

**7. POINT OF CONTACT FOR INFORMATION**

a. NAME (Last, First, Middle Initial)

FLEMING LISA

c. TELEPHONE NUMBER (Include Area Code and Extension) (NO COLLECT CALLS) 202-767-3739

b. ADDRESS (Include Zip Code)

NAVAL RESEARCH LABORATORY

4555 OVERLOOK AVE SW

WASHINGTON DC 20375-5320

|   |           |  |                                    |
|---|-----------|--|------------------------------------|
| 8. REASONS FOR NO RESPONSE <i>(X all that apply)</i>              |           |  |                                    |
| a. CANNOT COMPLY WITH SPECIFICATIONS                              |           | b. CANNOT MEET DELIVERY REQUIREMENT  |                                    |
| c. UNABLE TO IDENTIFY THE ITEM(S)                                 |           | d. DO NOT REGULARLY MANUFACTURE OR SELL THE TYPE OF ITEMS INVOLVED                                   |                                    |
| e. OTHER <i>(Specify)</i>   |           |  |                                    |
| 9. MAILING LIST INFORMATION <i>(X one)</i>                        |           |  |                                    |
| YES   | NO        | WE DESIRE TO BE RETAINED ON THE MAILING LIST FOR FUTURE PROCUREMENT OF THE TYPE OF TIME(S) INVOLVED. |                                    |
| 10. RESPONDING FIRM   |           |  |                                    |
| a. COMPANY NAME   |           | b. ADDRESS <i>(Include Zip Code)</i>   |                                    |
| c. ACTION OFFICER   |           |  |                                    |
| (1) Typed or Printed Name<br><i>(Last, First, Middle Initial)</i> | (2) Title | (3) Signature  | (4) Date Signed<br><i>(YYMMDD)</i> |

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|                      |            |
|----------------------|------------|
| SOLICITATION NUMBER  |            |
| N00173-98-R-LS06     |            |
| DATE <i>(YYMMDD)</i> | LOCAL TIME |
| 98 SEP 08            | 4:00 PM    |

TO

|   |  |  |  |  |                                     |
|---|--|--|--|--|-------------------------------------|
| <b>SOLICITATION, OFFER AND AWARD</b>  |  | 1. THIS CONTRACT IS A RATED ORDER<br>UNDER DPAS (15 CFR 350) |  | RATING<br><b>DO</b>  | PAGE OF<br><b>1</b> <b>43</b> PAGES |
| 2. CONTRACT NO.   |  | 3. SOLICITATION NO.<br><b>N00173-98-R-LS06</b>               |  | 4. TYPE OF SOLICITATION<br><input type="checkbox"/> SEALED BID (IFB)<br><input checked="" type="checkbox"/> NEGOTIATED (RFP) | 5. DATE ISSUED<br><b>07 AUG 98</b>  |
| 7. ISSUED BY<br>CONTRACTING OFFICER<br>NAVAL RESEARCH LABORATORY<br>ATTN: CODE 3230<br>WASHINGTON DC 20375-5326 |  | CODE <b>N00173</b>   |  | 8. ADDRESS OFFER TO (If other than Item 7)   |                                     |

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

#### SOLICITATION

9. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in NRL, BLDG 222, ROOM 115 until 4:00 local time 08 SEP 1998  
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section I, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

|                           |                                |  |
|---------------------------|--------------------------------|--|
| 10. FOR INFORMATION CALL: | A. NAME<br><b>LISA FLEMING</b> | B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)<br><b>202-767-3739</b> |
|---------------------------|--------------------------------|--|

#### 11. TABLE OF CONTENTS

| (✓)                                 | SEC. | DESCRIPTION                           | PAGE(S) | (✓)  | SEC. | DESCRIPTION  | PAGE(S) |
|-------------------------------------|------|---------------------------------------|---------|--|------|--|---------|
| PART I - THE SCHEDULE               |      |                                       |         | PART II - CONTRACT CLAUSES                               |      |  |         |
| <input checked="" type="checkbox"/> | A    | SOLICITATION/CONTRACT FORM            | 1       | <input checked="" type="checkbox"/>                      | I    | CONTRACT CLAUSES   | 21-25   |
| <input checked="" type="checkbox"/> | B    | SUPPLIES OR SERVICES AND PRICES/COSTS | 2-7     | PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH. |      |  |         |
| <input checked="" type="checkbox"/> | C    | DESCRIPTION/SPECS./WORK STATEMENT     | 7       | <input checked="" type="checkbox"/>                      | J    | LIST OF ATTACHMENTS  | 25      |
| <input checked="" type="checkbox"/> | D    | PACKAGING AND MARKING                 | 7       | PART IV - REPRESENTATIONS AND INSTRUCTIONS               |      |  |         |
| <input checked="" type="checkbox"/> | E    | INSPECTION AND ACCEPTANCE             | 8-13    | <input checked="" type="checkbox"/>                      | K    | REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS | 26-35   |
| <input checked="" type="checkbox"/> | F    | DELIVERIES OR PERFORMANCE             | 13-14   | <input checked="" type="checkbox"/>                      | L    | INSTRS., CONDS., AND NOTICES TO OFFERORS                         | 35-42   |
| <input checked="" type="checkbox"/> | G    | CONTRACT ADMINISTRATION DATA          | 14-19   | <input checked="" type="checkbox"/>                      | M    | EVALUATION FACTORS FOR AWARD                                     | 42-43   |
| <input checked="" type="checkbox"/> | H    | SPECIAL CONTRACT REQUIREMENTS         | 19-21   |  |      |  |         |

#### OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

|  |                  |      |                  |      |                  |   |               |   |
|--|------------------|------|------------------|------|------------------|---|---------------|---|
| 13. DISCOUNT FOR PROMPT PAYMENT<br>(See Section I, Clause No. 52-232-8)  | 10 CALENDAR DAYS | %    | 20 CALENDAR DAYS | %    | 30 CALENDAR DAYS | % | CALENDAR DAYS | % |
|  |                  |      |                  |      |                  |   |               |   |
| 14. ACKNOWLEDGMENT OF AMENDMENTS<br>(The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated: | AMENDMENT NO.    | DATE | AMENDMENT NO.    | DATE |                  |   |               |   |
|  |                  |      |                  |      |                  |   |               |   |
|  |                  |      |                  |      |                  |   |               |   |

|  |      |          |  |
|--|------|----------|--|
| 15A. NAME AND ADDRESS OF OFFEROR   | CODE | FACILITY | 16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN<br>OFFER (Type or print) |
| 15B. TELEPHONE NO. (Include area code)   |      |          | 17. SIGNATURE  |
| 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. |      |          | 18. OFFER DATE   |

#### AWARD (To be completed by Government)

|   |            |   |
|---|------------|---|
| 19. ACCEPTED AS TO ITEMS NUMBERED   | 20. AMOUNT | 21. ACCOUNTING AND APPROPRIATION  |
| 22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:<br><input type="checkbox"/> 10 U.S.C. 2304(c) ( ) <input type="checkbox"/> 41 U.S.C. 253(c) ( ) |            | 23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) |
| 24. ADMINISTERED BY (If other than Item 7)  | CODE       | 25. PAYMENT WILL BE MADE BY   |
| 26. NAME OF CONTRACTING OFFICER (Type or print)   |            | 27. UNITED STATES OF AMERICA<br>(Signature of Contracting Officer)            |
|   |            | 28. AWARD DATE  |

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

## PART I - THE SCHEDULE

## SECTION B

## SUPPLIES OR SERVICES AND PRICES/COSTS

## B-1 SUPPLIES OR SERVICES AND PRICES/COSTS

| ITEM<br>NUMBER   | SUPPLIES OR SERVICES  | QTY           | UNIT | UNIT<br>PRICE | AMOUNT |
|------------------|---|---------------|------|---------------|--------|
| <b>BASE YEAR</b> |   |               |      |               |        |
| 0001             | The contractor shall perform <b>firm-fixed price</b> work in the areas of Transportation Equipment Management, Operation, and Maintenance of Transportation Equipment; Grounds Maintenance Services; and Pest Control Services not specified as Indefinite Quantity Work, as set forth in Section C and the Statement of Work, Attachment Number (1). | 12            | MOS  | \$            | \$     |
| 0002             | The Contractor shall furnish materials and Supplies required to perform the services required in CLIN 0001 as set forth in Section C.   | Not-to-Exceed |      |               | \$     |
| 0003             | The contractor shall perform <b>indefinite quantity</b> services on an "as-needed" basis in accordance with Attachment Number (1), Statement of Work (paragraphs 3.3.14 – 3.3.20, 3.4.13 – 3.4.31, and 3.5.13)  | 1             | LO   | \$            | \$     |

| LABOR CATEGORIES                              | MAX<br>HOURS | LOADED HOURLY<br>LABOR RATES |
|---|--------------|------------------------------|
| Mechanic                                      | 708          | \$                           |
| Mechanic Out-of-Hours                         | 596          | \$                           |
| Truck Driver Out-of-Hours<br>(L&M/Service)    | 540          | \$                           |
| Truck Driver Regular Hours                    | 1300         | \$                           |
| Truck Driver Out-of-Hours<br>(Heavy)          | 2300         | \$                           |
| Taxi Driver Out-of-Hours                      | 1200         | \$                           |
| Grounds Maintenance Laborer                   | 7490         | \$                           |
| Grounds Maintenance Laborer<br>(Out-of-hours) | 750          | \$                           |
| Gardner                                       | 1594         | \$                           |

|                                |      |    |
|--------------------------------|------|----|
| Part-time Snow Removal Laborer | 2000 | \$ |
| Pest Controller                | 100  | \$ |

|      |  |                              |
|------|--|------------------------------|
| 0004 | Data in accordance with<br>Exhibit A (DD 1423) and Enclosure (1) | <b>Not Separately Priced</b> |
|------|--|------------------------------|

**OPTION I – YEAR TWO**

|      |   |               |     |    |    |
|------|---|---------------|-----|----|----|
| 0005 | The contractor shall perform <b>firm-fixed price</b> work in the areas of Transportation Equipment Management, Operation, and Maintenance of Transportation Equipment; Grounds Maintenance Services; and Pest Control Services not specified as Indefinite Quantity Work, as set forth in Section C and the Statement of Work, Attachment Number (1). | 12            | MOS | \$ | \$ |
| 0006 | The Contractor shall furnish materials and Supplies required to perform the services required in CLIN 0001 as set forth in Section C.   | Not-to-Exceed |     |    | \$ |
| 0007 | The contractor shall perform <b>indefinite quantity</b> services on an “as-needed” basis in accordance with Attachment Number (1), Statement of Work (paragraphs 3.3.14 – 3.3.20, 3.4.13 – 3.4.31, and 3.5.13)  | 1             | LO  | \$ | \$ |

| LABOR CATEGORIES                              | MAX<br>HOURS | LOADED HOURLY<br>LABOR RATES |
|---|--------------|------------------------------|
| Mechanic                                      | 708          | \$                           |
| Mechanic Out-of-Hours                         | 596          | \$                           |
| Truck Driver Out-of-Hours<br>(L&M/Service)    | 540          | \$                           |
| Truck Driver Regular Hours                    | 1300         | \$                           |
| Truck Driver Out-of-Hours<br>(Heavy)          | 2300         | \$                           |
| Taxi Driver Out-of-Hours                      | 1200         | \$                           |
| Grounds Maintenance Laborer                   | 7490         | \$                           |
| Grounds Maintenance Laborer<br>(Out-of-hours) | 750          | \$                           |
| Gardner                                       | 1594         | \$                           |
| Part-time Snow Removal Laborer                | 2000         | \$                           |
| Pest Controller                               | 100          | \$                           |

|      |  |                              |
|------|--|------------------------------|
| 0008 | Data in accordance with<br>Exhibit A (DD 1423) and Enclosure (1) | <b>Not Separately Priced</b> |
|------|--|------------------------------|

**OPTION II – YEAR THREE**

|      |   |               |     |    |    |
|------|---|---------------|-----|----|----|
| 0009 | The contractor shall perform <b>firm-fixed price</b> work in the areas of Transportation Equipment Management, Operation, and Maintenance of Transportation Equipment; Grounds Maintenance Services; and Pest Control Services not specified as Indefinite Quantity Work, as set forth in Section C and the Statement of Work, Attachment Number (1). | 12            | MOS | \$ | \$ |
| 0010 | The Contractor shall furnish materials and Supplies required to perform the services required in CLIN 0001 as set forth in Section C.   | Not-to-Exceed |     |    | \$ |
| 0011 | The contractor shall perform <b>indefinite quantity</b> services on an “as-needed” basis in accordance with Attachment Number (1), Statement of Work (paragraphs 3.3.14 – 3.3.20, 3.4.13 – 3.4.31, and 3.5.13)  | 1             | LO  | \$ | \$ |

| LABOR CATEGORIES                           | MAX HOURS | LOADED HOURLY LABOR RATES |
|--|-----------|---------------------------|
| Mechanic                                   | 708       | \$                        |
| Mechanic Out-of-Hours                      | 596       | \$                        |
| Truck Driver Out-of-Hours (L&M/Service)    | 540       | \$                        |
| Truck Driver Regular Hours                 | 1300      | \$                        |
| Truck Driver Out-of-Hours (Heavy)          | 2300      | \$                        |
| Taxi Driver Out-of-Hours                   | 1200      | \$                        |
| Grounds Maintenance Laborer                | 7490      | \$                        |
| Grounds Maintenance Laborer (Out-of-hours) | 750       | \$                        |
| Gardner                                    | 1594      | \$                        |
| Part-time Snow Removal Laborer             | 2000      | \$                        |
| Pest Controller                            | 100       | \$                        |

|      |   |                              |  |  |  |
|------|---|------------------------------|--|--|--|
| 0012 | Data in accordance with Exhibit A (DD 1423) and Enclosure (1) | <b>Not Separately Priced</b> |  |  |  |
|------|---|------------------------------|--|--|--|

**OPTION III – YEAR FOUR**

|      |   |    |     |    |    |
|------|---|----|-----|----|----|
| 0013 | The contractor shall perform <b>firm-fixed price</b> work in the areas of Transportation Equipment Management, Operation, and Maintenance of Transportation | 12 | MOS | \$ | \$ |
|------|---|----|-----|----|----|

Equipment; Grounds Maintenance Services; and Pest Control Services not specified as Indefinite Quantity Work, as set forth in Section C and the Statement of Work, Attachment Number (1).

|      |  |               |    |    |
|------|--|---------------|----|----|
| 0014 | The Contractor shall furnish materials and Supplies required to perform the services required in CLIN 0001 as set forth in Section C.  | Not-to-Exceed |    | \$ |
| 0015 | The contractor shall perform <b>indefinite quantity</b> services on an "as-needed" basis in accordance with Attachment Number (1), Statement of Work (paragraphs 3.3.14 – 3.3.20, 3.4.13 – 3.4.31, and 3.5.13) | 1             | LO | \$ |

| LABOR CATEGORIES                           | MAX HOURS | LOADED HOURLY LABOR RATES |
|--|-----------|---------------------------|
| Mechanic                                   | 708       | \$                        |
| Mechanic Out-of-Hours                      | 596       | \$                        |
| Truck Driver Out-of-Hours (L&M/Service)    | 540       | \$                        |
| Truck Driver Regular Hours                 | 1300      | \$                        |
| Truck Driver Out-of-Hours (Heavy)          | 2300      | \$                        |
| Taxi Driver Out-of-Hours                   | 1200      | \$                        |
| Grounds Maintenance Laborer                | 7490      | \$                        |
| Grounds Maintenance Laborer (Out-of-hours) | 750       | \$                        |
| Gardner                                    | 1594      | \$                        |
| Part-time Snow Removal Laborer             | 2000      | \$                        |
| Pest Controller                            | 100       | \$                        |

|      |   |                       |
|------|---|-----------------------|
| 0016 | Data in accordance with Exhibit A (DD 1423) and Enclosure (1) | Not Separately Priced |
|------|---|-----------------------|

#### **OPTION IV – YEAR FIVE**

|      |   |    |     |    |
|------|---|----|-----|----|
| 0017 | The contractor shall perform <b>firm-fixed price</b> work in the areas of Transportation Equipment Management, Operation, and Maintenance of Transportation Equipment; Grounds Maintenance Services; and Pest Control Services not specified as Indefinite Quantity Work, as set forth in Section C and the Statement of Work, Attachment Number (1). | 12 | MOS | \$ |
|------|---|----|-----|----|

|      |   |               |    |
|------|---|---------------|----|
| 0018 | The Contractor shall furnish materials and Supplies required to perform the services required in CLIN 0001 as set forth in Section C. | Not-to-Exceed | \$ |
|------|---|---------------|----|

|      |  |   |    |    |    |
|------|--|---|----|----|----|
| 0019 | The contractor shall perform <b>indefinite quantity</b> services on an "as-needed" basis in accordance with Attachment Number (1), Statement of Work (paragraphs 3.3.14 – 3.3.20, 3.4.13 – 3.4.31, and 3.5.13) | 1 | LO | \$ | \$ |
|------|--|---|----|----|----|

| LABOR CATEGORIES                           | MAX HOURS | LOADED HOURLY LABOR RATES |
|--|-----------|---------------------------|
| Mechanic                                   | 708       | \$                        |
| Mechanic Out-of-Hours                      | 596       | \$                        |
| Truck Driver Out-of-Hours (L&M/Service)    | 540       | \$                        |
| Truck Driver Regular Hours                 | 1300      | \$                        |
| Truck Driver Out-of-Hours (Heavy)          | 2300      | \$                        |
| Taxi Driver Out-of-Hours                   | 1200      | \$                        |
| Grounds Maintenance Laborer                | 7490      | \$                        |
| Grounds Maintenance Laborer (Out-of-hours) | 750       | \$                        |
| Gardner                                    | 1594      | \$                        |
| Part-time Snow Removal Laborer             | 2000      | \$                        |
| Pest Controller                            | 100       | \$                        |

|      |   |                              |
|------|---|------------------------------|
| 0020 | Data in accordance with Exhibit A (DD 1423) and Enclosure (1) | <b>Not Separately Priced</b> |
|------|---|------------------------------|

|                                 |    |
|---------------------------------|----|
| TOTAL DOLLAR AMOUNT FOR CLINs*: | \$ |
|---------------------------------|----|

\*CONTRACT LINE ITEM NUMBER

## B-2 ESTIMATED LABOR CATEGORIES AND HOURS

For proposal purposes, it is understood that the work required for the base and the option periods is anticipated to be required for the labor categories and estimated man-hours listed above. This distribution should be used by the offeror in preparing the cost proposal. If the offeror uses labor category terminology other than that used in Section B-1, the offeror must provide a matrix clearly relating their proposed labor categories to those in Section B-1.



The above labor categories and hours are the Government's estimates, should the Contractor support the need for additional labor categories/hours, the Contractor shall submit their proposal as such.

### **B-3 MINIMUM AND MAXIMUM QUANTITIES**

The Government will not be required to order a minimum total hours under the Indefinite Quantity (IDQ) portion of this contract as the firm-fixed price portion will serve as having met the minimum requirements. The Government may require the Contractor to provide up to the total maximum hours stated for each period.

If, in order to accomplish the work under this contract, it becomes desirable to the Government to include additional labor categories, the Contractor and Government agree to, negotiate the hourly rates and qualifications for the desired additional labor categories. Upon successful conclusion of negotiations, the Contracting Officer may modify this contract to include the negotiated labor categories and rates in Section H.

## **SECTION C**

### **DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

**C-1** The work under this contract shall be performed in accordance with Attachment (1), Statement of Work, with Exhibit A, DD Form 1423, Contracts Data Requirements List, and all other Attachments cited in Section J, which are incorporated by reference into Section C.

## **SECTION D**

### **PACKAGING AND MARKING**

**D-1** Preservation, packaging, packing and marking of all deliverable contract line items must conform to normal commercial packing standards to assure safe delivery at destination.

**D-3** The Contractor shall comply with FED STD 313 (Symbols for Packages and Containers for Hazardous Industrial Chemical and Materials) to the extent applicable.

**SECTION E****INSPECTION AND ACCEPTANCE****E-1 INSPECTION AND ACCEPTANCE CLAUSES BY REFERENCE:****FAR CLAUSE TITLE**

- 52.246-4 - Inspection Of Services - Fixed Price (AUG 1996)
- 52.246-6 - Inspection - Time-And-Material And Labor-Hour (JAN 1986)
- 52.246-16 - Responsibility For Supplies (APR 1984)

**DFARS CLAUSE TITLE**

- 252.246-7000 - Material Inspection And Receiving Report (DEC 1991)

**E-2 INSPECTION AND ACCEPTANCE**

Inspection and acceptance must be accomplished by the COR designated in Section G of this contract within seven (7) days after delivery. Inspection and acceptance will be performed at the Naval Research Laboratory, Washington DC 20375-5320.

**E-3 SCHEDULE OF DEDUCTIONS**

a. Within fifteen (15) days after contract award, the successful Contractor shall provide an acceptable Schedule of Deductions, in the following format, for the base period and each option year of the contract for the firm fixed-price portion of the work. No work may commence until the Schedule of Deductions is approved by the Contracting Officer. The extended total of the Schedule of Deductions must equal the offered amount for the corresponding Contract Line Item(s) 0001, 0005, 0009, 0013 and 0017. If for any reason this contract is modified, including the exercise of an option, and the modification affects the Schedule of Deductions, the contractor shall submit a revised Schedule of Deductions within fifteen (15) days of the modification. The Schedule of Deductions for the option years which include any labor adjustments based upon changes in the applicable wage determination shall be revised within fifteen (15) days of notice to extend the contract. Prices shown in the Schedule of Deductions will be utilized in conjunction with the CONSEQUENCES OF THE CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES and ESTIMATING THE PRICE OF NON-PERFORMED OR UNSATISFACTORY WORK clauses, at Sections E-4 and E-5 respectively, as well as the Performance Requirements Summary (PRS) Table in Attachment No. (3).in making payment deductions for non-performance or unsatisfactory performance. **Unbalancing** in the Schedule of Deductions submitted shall be cause for withholding approval and requiring re-submittal of a balanced schedule, and may be grounds for TERMINATION FOR DEFAULT. The Government may unilaterally establish a Schedule of Deductions in the event the successful Contractor presents a Schedule of Deductions which is unbalanced or materially deficient. The approved Schedule of Deductions shall be a part of the contract. DO NOT SUBMIT THE SCHEDULE OF DEDUCTIONS WITH YOUR OFFER.

b. The Government's estimate of the value of work will be based on the Schedule of Deductions for the fixed-price portion of the contract in all instances except the following: for partially performed

fixed-price work items, the Engineered Performance Standards (EPS) manuals or, if not applicable, other estimating sources will be utilized to estimate the work-hour value of the unperformed portion of the work. For deductions of partially performed work, the Government may estimate the Contractor's cost based on wage rates extracted from the attached wage determination, locally determined rate for Contractor's overhead and profit, and employees fringe benefits times the estimated man-hours, plus material costs if applicable.

### SCHEDULE OF DEDUCTIONS FOR BASE PERIOD

**\*\*DO NOT SUBMIT SCHEDULE OF DEDUCTION WITH BID\*\***

|    | ITEM OF WORK  | UNITS | NUMBER OF UNITS | UNIT PRICE | TOTAL PRICE |
|----|---|-------|-----------------|------------|-------------|
| 1. | TRANSPORTATION EQUIPMENT MANAGEMENT, OPERATIONS, AND MAINTENANCE  |       |                 |            |             |
| a) | Fuel Procurement, Delivery and Reports<br>(per SOW paragraphs 3.3.3 to include 3.3.3.1 – 3.3.3.8)                                       | MOS   | 12              | \$         | \$          |
| b) | Vehicle Dispatching and Control<br>(per SOW paragraphs 3.3.4 to include 3.3.4.1 – 3.3.4.5, 3.3.4.7 and 3.3.4.8))                        | MOS   | 12              | \$         | \$          |
| c) | Scheduled Shuttle Bus and other Motor Vehicle Operation Services<br>(per SOW paragraphs 3.3.5 to include 3.3.5.1 – 3.3.5.1.3 and 3.3.6) | MOS   | 12              | \$         | \$          |
| d) | Preventative Maintenance on Transportation Equipment<br>(per SOW paragraphs 3.3.8, 3.3.8.1 – 3.3.8.6)                                   | EA    | 360             | \$         | \$          |
| e) | Explosive and Class C Vehicles Cleanliness (per SOW paragraph 3.3.9.3)  | Weeks | 52              | \$         | \$          |
| f) | Remaining Vehicle and Equipment Cleanliness<br>(per SOW paragraphs 3.3.9 – 3.3.9.3)   | EA    | 316             | \$         | \$          |
| g) | Maintenance of Snow Equipment<br>Per SOW paragraphs 3.3.14 and 3.3.17)  | MOS   | 5               | \$         | \$          |

|    |  |             |            |    |    |
|----|--|-------------|------------|----|----|
| 2. | GROUNDS MAINTENANCE  |             |            |    |    |
| a) | Grass Cutting<br>(per SOW paragraph 3.4.2.1)   | Acres       | 1,292      | \$ | \$ |
| b) | Trimming<br>(per SOW paragraph 3.4.2.2)  | Linear Feet | 1,976,000  | \$ | \$ |
| c) | Edging<br>(per SOW paragraph 3.4.2.3)  | Linear Feet | 364,000    | \$ | \$ |
| d) | Maintenance of Flower, shrub<br>and tree beds (per SOW<br>paragraph 3.4.3 and 3.4.3.1) | SQ FT       | 22,261,692 | \$ | \$ |
| e) | Cultivation/Mulching<br>(per SOW paragraph 3.4.3 and<br>3.4.3.1)                       | SQ FT       | 175,264    |    |    |
| f) | Replacement of Flowers<br>(per SOW paragraph 3.4.3.2)                                  | EA          | 124,000    | \$ | \$ |
| g) | Weed Control<br>(per SOW paragraph 3.4.3.3,<br>3.4.3.3.1 – 3.4.3.3.4)                  | Acres       | 952        | \$ | \$ |
| h) | Fertilization<br>(per SOW paragraph 3.4.4)   | Acres       | 34         | \$ | \$ |
| i) | Irrigation<br>(per SOW paragraph 3.4.5)  | Acres       | 3,570      | \$ | \$ |
| j) | Tree and Shrub Pruning<br>(per SOW paragraph 3.4.6)                                    | SQ FT       | 127,396    | \$ | \$ |
| 3. | MISCELLANEOUS FIXED-PRICE SERVICES   |             |            |    |    |
| a) | Maintenance of Streets, Parking<br>Areas<br>(per SOW paragraphs 3.4.7 and<br>3.4.7.1)  | SQ FT       | 10,040     | \$ | \$ |
| b) | Maintenance of Fences<br>(per SOW paragraph 3.4.8)                                     | Linear Feet | 389,160    | \$ | \$ |
| c) | Policing of Grounds<br>(per SOW paragraphs 3.4.9 and<br>3.4.9.1 – 3.4.9.3)             | Acres       | 20,080     | \$ | \$ |

|    |   |             |        |    |    |
|----|---|-------------|--------|----|----|
| d) | Leaf Clean-Up<br>(per SOW paragraph 3.4.10)   | Acres       | 10,040 | \$ | \$ |
| e) | Trash and Debris Removal from<br>Roofs, Scuppers, and Gutters<br>(per SOW paragraph 3.4.11)                 | Occurrences | 149    | \$ | \$ |
| f) | Semi-annual Base Clean-up per<br>SOW paragraph 3.4.12)  | Acres       | 80     | \$ | \$ |
| 4. | PEST CONTROL SERVICES   |             |        |    |    |
| a) | Routine Service Calls<br>(per SOW paragraphs 3.5 -<br>3.5.12.3)   | MOS         | 12     | \$ | \$ |
| b) | Emergency Service Calls<br>Per SOW paragraphs 3.5 –<br>3.5.12.3)  | MOS         | 12     | \$ | \$ |
| c) | Scheduled Household and<br>Nuisance Pest Control Services<br>(per SOW paragraphs 3.5 –<br>3.5.9.4.3)        | MOS         | 12     | \$ | \$ |
| d) | Unscheduled Miscellaneous Pest<br>Control<br>(per SOW paragraphs 3.5.10,<br>3.5.10.1 – 3.5.10.5 and 3.5.11) | MOS         | 12     | \$ | \$ |

\* Represents the number of units per year. For example, for contract requirement 2.a, 34 Acres. per cut X 31 cuttings (occurrences) per year = 1,054 Acres. See attachment (2) to reference the Scheduled Services.

#### **E-4 CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES**

The Contractor shall perform all of the contract requirements. The Government will apply one or more of the surveillance methods mentioned below and will deduct an amount from the Contractor's invoice or otherwise withhold payment for unsatisfactory or non-performed work. The Government reserves the right to change surveillance methods at any time during the contract without notice to the Contractor.

(a) **STATISTICALLY EXTRAPOLATED SURVEILLANCE METHOD.** The Government may apply a statistically extrapolated surveillance method (Random Sampling for Extrapolated Deductions) to any contract requirement to determine Contractor compliance. The defect rate will then be extrapolated to the monthly population to determine the number of unsatisfactorily performed work occurrences. The monthly population is the total number of work occurrences that are required to be performed during the month.

(b) **OTHER SURVEILLANCE METHODS.** The government may apply other surveillance

methods to determine Contractor compliance. These include, but are not limited to, 100% inspection, random sampling without extrapolated deductions, and planned sampling as primary surveillance methods; and incidental inspections and validated customer complaints as supplemental surveillance methods. When using these surveillance methods, deductions will be taken for all observed defects.

(c) PROCEDURES. In the case of unsatisfactory or non-performed work, the Government:

(1) may give the Contractor written notice of observed deficiencies prior to deducting for unsatisfactory or non-performed work and/or assessing liquidated damages. Such written notice shall not be a pre-requisite for withholding payment for non-performed work. The Government may specify, as provided for below, that liquidated damages can be assessed against the Contractor for administrative costs and other expenses resulting from the unsatisfactory or non-performed work;

(2) may, at its option, allow the Contractor an opportunity to re-perform the unsatisfactory or non-performed work, at no additional cost to the Government. In the case of daily work, corrective action must be completed within 24 hours of notice. In the case of other work, corrective must be completed within 72 hours of notice. In addition, the Government can assess liquidated damages, as referenced above, in the amount of not to exceed 20 percent of the value of all observed defects. The original inspection results of the Contractor's work will not be modified upon re-inspection. However, the Contractor will be paid for satisfactory re-performed work;

(3) shall deduct from the contractor's invoice all amounts associated with the unsatisfactory or non-performed work at the prices set out in the Schedule or provided by other provisions of this contract, unless the Contractor is required to re-perform and satisfactorily complete the work. In addition, the Government can assess liquidated damages, as referenced above, in the amount of not to exceed 20 percent of the value of observed defects;

(4) may, at its option, perform the work by Government personnel or by other means. The Government will reduce the amount of payment to the Contractor, by the amount paid to any Government personnel (based on wages, retirement and fringe benefits) plus material, or by the actual costs incurred to accomplish the work by other means. If the actual costs cannot be readily determined, the prices set out in the Schedule will be used as the basis for deduction. In addition, the Government can assess liquidated damages, as referenced above, in the amount of not to exceed 20 percent of the computed cost.

(d) The contractor is responsible for maintaining an effective Quality Control Program during the course of the contract. Failure to maintain adequate quality control may result in Termination for Default.

(e) Re-performance by the Contractor does not waive the Government's right to terminate for non-performance in accordance with FAR clause 52.249-8, "DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)" OF Section I and all other remedies for default as may be provided by law.

## **E-5 ESTIMATING THE PRICE OF NON-PERFORMED OR UNSATISFACTORY WORK**

In accordance with the clause at Section E-4 - "CONSEQUENCES OF THE CONTRACTOR'S

FAILURE TO PERFORM REQUIRED WORK", deductions may be taken for non-performed or unsatisfactory work. In the event the price of non-performed or unsatisfactory work cannot be determined from the prices set out in the Schedule, or on the basis of the actual cost to the Government, estimated methods may be used. Engineered Performance Standards (EPS) or other estimating sources may be utilized to estimate the cost of non-performed work or the costs which would be incurred in remedying unsatisfactory work. The Government may estimate the cost using wage rate and fringe benefits included in the wage determinations included in the contract. Government estimates of the Contractor's overhead and profit rates, and Government estimates of material costs if applicable. Liquidated damages, to compensate the Government for administrative costs and other expenses resulting from the non-performed or unsatisfactory performance, will be calculated in accordance with the "CONSEQUENCES OF FAILURE TO PERFORM REQUIRED WORK" clause. A list of Performance Standards is contained in Attachment (3)

## **SECTION F**

### **DELIVERIES OR PERFORMANCE**

#### **F-1 DELIVERIES OR PERFORMANCE CLAUSES BY REFERENCE:**

| <b><u>FAR CLAUSE</u></b> | <b><u>TITLE</u></b> |
|--------------------------|---------------------|
|--------------------------|---------------------|

|           |                                       |
|-----------|---------------------------------------|
| 52.242-15 | - Stop-Work Order (AUG 1989)          |
| 52.242-17 | - Government Delay Of Work (APR 1984) |
| 52.247-34 | - F.O.B. Destination (NOV 1991)       |

#### **F-2 DELIVERIES OR PERFORMANCE**

The period of performance under this contract shall be from date of contract award through twelve (12) months thereafter. The option years, if exercised, shall be for a period of twelve (12) months each.

#### **F-3 PLACE OF PERFORMANCE**

The principal place of performance for this contract shall be the Naval Research Laboratory, Washington, DC, with some work to be performed at its field sites. See Attachment Number (1), Statement of Work.

**F-4 PLACE OF DELIVERY - FOB DESTINATION**

The contractor shall deliver CLINs 0004, 0008, 0012, 0016, and 0020, all transportation charges paid, to destination in accordance with the clause in Section F of the Schedule titled FAR 52.247-34 FOB Destination (NOV 1991).

Receiving Officer  
Naval Research Laboratory  
Contract Number  
ATTN: \*  
CODE: \*  
LOCATION: \*  
Bldg. 49  
4555 Overlook Avenue, SW  
Washington DC 20375-5320

(\* To be filled in at time of award.)

**SECTION G****CONTRACT ADMINISTRATION DATA****G-1 PROCURING OFFICE REPRESENTATIVE**

In order to expedite administration of this contract, the Administrative Contracting Officer (ACO) will direct inquiries to the appropriate office listed below. Please do not direct routine inquiries to the person listed in Item 20A on Standard Form 26.

Contract Matters - **Lisa Fleming**, Code 3230.LS, (202)767-3739, DSN 297-3739, Telecopier (202)767-6197, or e-mail: [fleming@contracts.nrl.navy.mil](mailto:fleming@contracts.nrl.navy.mil)

Security Matters -Mr. Charles Rogers, Code 1221, (202) 767-2240, DSN 297-2240

Safety Matters - Mr. Kirk J. King, Code 1240, (202)767-2232, DSN 297- 2232

Patent Matters - Mr. Thomas McDonnell, Code 3008.2, (202)767-3427, DSN 297-3427

Release of Data - Mr. Richard L. Thompson, Code 1230 (202) 767-2541, DSN 297-2541

The ACO will forward invention disclosures and reports directly to the Associate Counsel for Patents, Code 3008.2, Naval Research Laboratory, Washington DC 20375-5320. The Associate Counsel for Patents will return the reports along with a recommendation to the Administrative Contracting Officer. The Associate Counsel for Patents will represent the Contracting Officer with regard to invention reporting matters arising under this contract.



**G-2 CONTRACTING OFFICER'S REPRESENTATIVE (COR) - FUNCTIONS AND LIMITATIONS**

\* is hereby designated the cognizant COR who will represent the Contracting Officer in the administration of technical details within the scope of this contract and inspection and acceptance. The COR is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The COR does not have the authority to alter the Contractor's obligations or change the specifications in the contract. If, as a result of technical discussions, it is desirable to alter contract obligations or statements of work, a modification must be issued in writing and signed by the Contracting Officer. The COR is responsible for reviewing the bills and charges submitted by the Contractor and informing the ACO of areas where exceptions are to be taken.

( \* To be filled in at time of award)

**G-3 NAPS 5252.232-9000 - SUBMISSION OF INVOICES (FIXED PRICE) (JUL 1992) is applicable to CLINs 0001, 0005, 0009, 0013, 0017**

(a) "Invoices" as used in this clause does not include contractor's requests for progress payments.

(b) The contractor shall submit original invoices with 4 copies to the address identified in the solicitation/contract award form (SF 26-Block 10; SF 33-Block 23; SF 1447-Block 14), unless delivery orders are applicable, in which case invoices will be segregated by individual order and submitted to the address specified in the order (DD 1155-Block 13 or SF 26-Block 10).

(c) The use of copies of the Material Inspection and Receiving Report (MIRR), DD Form 250, as an invoice is encouraged. DFARS Appendix F-306 provides instructions for such use. Copies of the MIRR used as an invoice are in addition to the standard distribution stated in DFARS F-401.

(d) In addition to the requirements of the Prompt Payment clause of this contract, the contractor shall cite on each invoice the contract line item number (CLIN); the contract subline item number (SLIN), if applicable; the accounting classification reference number (ACRN) as identified on the financial accounting data sheets, and the payment terms.

(e) The contractor shall prepare:

- X   a separate invoice for each activity designated to receive the supplies or services.  
  \*   a consolidated invoice covering all shipments delivered under an individual order.  
     \* either of the above.

(f) If acceptance is at origin, the contractor shall submit the MIRR or other acceptance verification directly to the designated payment office. If acceptance is at destination, the consignee will forward acceptance verification to the designated payment office.

**G-4 NAPS 5252.232-9001 - SUBMISSION OF INVOICES (COST-REIMBURSEMENT, TIME-AND-MATERIALS, LABOR-HOUR, OR FIXED PRICE INCENTIVE (JUL 1992) is applicable to CLINs 0002, 0003, 0006, 0007, 0010, 0011, 0014, 0015, 0018, 0019**

(a) "Invoice" as used in this clause includes contractor requests for interim payments using public vouchers (SF 1034) but does not include contractor requests for progress payments under fixed price incentive contracts.

(b) The Contractor shall submit invoices and any necessary supporting documentation, in an original and 4 copies, to the contract auditor at the following address:

(To be filled in at time of award)

unless delivery orders are applicable, in which case invoices will be segregated by individual order and submitted to the address specified in the order. In addition, an information copy shall be submitted to [See Section G for designated COR]. Following verification, the contract auditor will forward the invoice to the designated payment office for payment in the amount determined to be owing, in accordance with the applicable payment (and fee) clause(s) of this contract.

(c) Invoices requesting interim payments shall be submitted no more than once every two weeks, unless another time period is specified in the Payments clause of this contract. For indefinite delivery type contracts, interim payment invoices shall be submitted no more than once every two weeks for each delivery orders. There shall be a lapse of no more than 30 calendar days between performance and submission of an interim payment invoice.

(d) In addition to the information identified in the Prompt Payment clause herein, each invoice shall contain the following information, as applicable:

- (1) Contract line item number (CLIN)
- (2) Subline item number (SLIN)
- (3) Accounting Classification Reference Number(ACRN)
- (4) Payment terms
- (5) Procuring activity
- (6) Date supplies provided or services performed
- (7) Costs incurred and allowable under the contract
- (8) Vessel (e.g., ship, submarine or other craft) or system for which supply/service is provided

(e) A DD Form 250, "Material Inspection and Receiving Report",

  X   is required with each invoice submittal.

  \*\*   is required only with the final invoice.

       is not required.

(f) A Certificate of Performance

  \*\*   shall be provided with each invoice submittal.

       is not required.

(g) The Contractor's final invoice shall be identified as such, and shall list all other invoices (if any) previously tendered under this contract.

(h) Cost of performance shall be segregated, accumulated and invoiced to the appropriate ACRN categories to the extent possible. When such segregation of costs by ACRN is not possible for invoices submitted with CLIN/SLINS with more than one ACRN, an allocation ratio shall be established in the same ratio as the obligations cited in the accounting data so that costs are allocated on a proportional basis.

## **G-5 ACCOUNTING AND APPROPRIATION DATA**

(To be filled in at time of award)

## **G-6 FUNDING ALLOCATION PER CLINs**

- a. CLIN 0001 is Firm Fixed Price and is Fully Funded at \$\_\_\_\_\_.
- b. CLIN 0002 (Not-To-Exceed) is Cost Reimbursable and is funded in the amount of \$\_\_\_\_\_ in accordance with the Limitation of Funds Clause (FAR 52.232-22).
- c. DFARS 252.232-7007 LIMITATION OF GOVERNMENT'S OBLIGATION (AUG 1993)  
ALTERNATE I (AUG 1993)

- (a) Contract line item 0003 (0007, 0011, 0015, and 0019, if exercised) is incrementally funded. The sum of \$\_\_\_\_\_\* of the total price is presently available for payment and allotted to this contract. An allotment schedule is set forth in paragraph (i) of this clause.
- (b) For item(s) identified in paragraph (a) of this clause, the Contractor agrees to perform up to the point at which the total amount payable by the Government, including reimbursement in the event of termination of those item(s) for the Government's convenience, approximates the total amount currently allotted to the contract. The Contractor will not be obligated to continue work on those item(s) beyond that point. The Government will not be obligated in any event to reimburse the Contractor in excess of the amount allotted to the contract for those item(s) regardless of anything to the contrary in the clause entitled "Termination for Convenience of the Government." As used in this clause, the total amount payable by the Government in the event of termination of applicable contract line item(s) for convenience includes costs, profits, and estimated termination settlement costs for those item(s).
- (c) Notwithstanding the dates specified in the allotment schedule in paragraph (i) of this clause, the contractor will notify the Contracting Officer in writing at least ninety days prior to the date when, in the Contractor's best judgement, the work will reach the point at which the total amount payable by the Government, including any cost for termination for convenience, will approximate 85 percent of the total amount then allotted to the contract for performance of the applicable item(s). The notification will state (1) the estimated date when that point will be reached and (2) an estimate of

additional funding, if any, needed to continue performance of applicable line items up to the next scheduled date for allotment of funds identified in paragraph (i) of this clause, or to a mutually agreed upon substitute date. The notification will also advise the Contracting Officer of the estimated amount of additional funds that will be required for the timely performance of the item(s) funded pursuant to this clause, for a subsequent period as may be specified in the allotment schedule in paragraph (i) of this clause or otherwise agreed to be the parties. If after such notification additional funds are not allotted by the date identified in the Contractor's notification, or by an agreed substitute date, the Contracting Officer will terminate any item(s) for which additional funds have not been allotted, pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

- (d) When additional funds are allotted for continued performance of the contract line item(s) identified in paragraph (a) of this clause, the parties will agree as to the period of contract performance which will be covered by the funds. The provisions of paragraphs (b) through (d) of this clause will apply in like manner to the additional allotted funds and agreed substitute date, and the contract will be modified accordingly.
- (e) If, solely by reason of failure of the Government to allot additional funds, by the dates indicated below, in amounts sufficient for timely performance of the contract line item(s) identified in paragraph (a) of this clause, the Contractor incurs additional costs or is delayed in the performance of the work under this contract and if additional funds are allotted, an equitable adjustment will be made in the price or prices (including appropriate target, billing, and ceiling prices where applicable) of the item(s), or in the time of delivery, or both. Failure to agree to any such equitable adjustment hereunder will be a dispute concerning a question of fact within the meaning of the clause entitled "Disputes."
- (f) The Government may at any time prior to termination allot additional funds for the performance of the contract line item(s) identified in paragraph (a) of this clause.
- (g) The termination provisions of this clause do not limit the rights of the Government under the clause entitled "Default." The provisions of this clause are limited to the work and allotment of funds for the contract line item(s) set forth in paragraph (a) of this clause. This clause no longer applies once the contract is fully funded except with regard to the rights or obligations of the parties concerning equitable adjustments negotiated under paragraphs (d) and (e) of this clause.
- (h) Nothing in this clause affects the right of the Government to terminate this contract pursuant to the clause of this contract entitled "Termination for Convenience of the Government."

- (i) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule:

|                          |      |
|--------------------------|------|
| On execution of contract | \$ * |
| (month) (day), 199X      | \$ * |
| (month) (day), 199Y      | \$ * |
| (month) (day), 199Z      | \$ * |

(End of Clause)

(\* To be filled in at time of award)

## SECTION H

### SPECIAL CONTRACT REQUIREMENTS

#### H-1 TYPE OF CONTRACT

(To be filled in at time of award)

#### H-2 REPRESENTATIONS AND CERTIFICATIONS

The Contractor's completed Representations, Certifications, and Other Statements of Offerors or Respondents is incorporated herein by reference in any resultant award.

#### H-3 ONR 5252.237-9705 - KEY PERSONNEL (DEC 88)

(a) The Contractor agrees to assign to the contract tasks those persons whose resumes were submitted with its proposal and who are necessary to fulfill the requirements of the contract as "key personnel". No substitutions may be made except in accordance with this clause.

(b) The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer all proposed substitutions, in writing, at least fifteen (15) days in advance (thirty (30) days if security clearance must be obtained) of any proposed substitution and provide the information required by paragraph (c) below.

(c) Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the proposed substitute, and any other information requested by the Contracting Officer. Any proposed substitute must have qualifications equal to or superior to the qualifications of the incumbent. The Contracting Officer or his/her

authorized representative will evaluate such requests and promptly notify the Contractor of his/her approval or disapproval thereof.

(d) In the event that any of the identified key personnel cease to perform under the contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

The following are identified as key personnel:

(To be filled in at time of award)

#### **H-4 OPTION TO EXTEND SERVICES**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The Contracting Officer may exercise the option by written notice to the Contractor anytime within the existing contract period.

#### **H-5 APPLICABLE WAGE DETERMINATION**

The Contractor shall be required to pay minimum wages in accordance with the Department of Labor Wage Determination. Wage Determination Number 94-2103 (Revision 17) dated 09 July 1998 is hereby incorporated as Attachment number (5) in Section J.

#### **H-6 USE OF GOVERNMENT FACILITIES/EQUIPMENT**

In accordance with FAR 45.404 and the performance of work hereunder, the Government will furnish to the contractor on a rent-free basis, the use of physical space and equipment listed in the Statement of Work and its enclosures (Attachment No. 1). The following additional Government facilities/equipment will be available for use by the Contractor.

|     |          |                                   |
|-----|----------|-----------------------------------|
| (a) | Bldg. 36 | Office/Material Storage/Open Bays |
|-----|----------|-----------------------------------|

The Contractor shall provide office furnishings and equipment for administrative spaces provided by the Government.

Attachment (1), the Statement of Work with Enclosures contains a listing of tools and equipment which will be provided for use in the performance of work hereunder. The Contractor and the COR shall conduct a joint inventory prior to commencing work under this contract to determine the exact number and serviceability of Government furnished equipment. The Contractor shall then certify the finding of this inventory and shall assume accountability and subsequently report inventory discrepancies to the COR in accordance with FAR Part 45 and the DD Form 1423 A033 - Government Furnished Equipment Inventory.

**H-7 REIMBURSEMENT FOR LINE ITEMS 0002, 0006, 0010, 0014, AND 0018**

Reimbursement shall be in accordance with paragraph (b) of the contract clause of FAR 52.232-7, Payments Under Time-And-Materials or Labor-Hour Contracts.

**PART II - CONTRACT CLAUSES****SECTION I****CONTRACT CLAUSES****I-1 52.252-2 - CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www-far.npr.gov/References/References.html>

<http://heron.nrl.navy.mil/contracts/home.htm>

**a. FEDERAL ACQUISITION REGULATION CLAUSES****FAR CLAUSE    TITLE**

|           |   |   |
|-----------|---|---|
| 52.202-1  | - | Definitions (OCT 1995)  |
| 52.203-3  | - | Gratuities (APR 1984)   |
| 52.203-5  | - | Covenant Against Contingent Fees (APR 1984)   |
| 52.203-6  | - | Restrictions On Subcontractor Sales To The Government (JUL 1995)  |
| 52.203-7  | - | Anti-Kickback Procedures (JUL 1995)   |
| 52.203-8  | - | Cancellation, Rescission, And Recovery Of Funds For Illegal Or Improper Activity (JAN 1997)   |
| 52.203-10 | - | Price Or Fee Adjustment For Illegal Or Improper Activity (JAN 1997)   |
| 52.203-12 | - | Limitation On Payments To Influence Certain Federal Transactions (JUN 1997)   |
| 52.204-2  | - | Security Requirements (AUG 1996)  |
| 52.204-4  | - | Printing/Copying Double-Sided On Recycled Paper (JUN 1996)  |
| 52.209-6  | - | Protecting The Government's Interest When Subcontracting With Contractors Debarred, Suspended, Or Proposed For Debarment (JUL 1995) |
| 52.211-15 | - | Defense Priority and Allocation Requirements (SEP 1990)   |
| 52.215-2  | - | Audit And Records-Negotiation (AUG 1996)  |
| 52.215-8  | - | Order of Precedence - Uniform Contract Format (OCT 1997)  |
| 52.215-14 | - | Integrity of Unit Prices (OCT 1997)   |
| 52.215-15 | - | Termination of Defined Benefit Pension Plans (OCT 1997)   |
| 52.215-17 | - | Waiver of Facilities Capital Cost of Money (OCT 1997)   |
| 52.215-18 | - | Reversion or Adjustment of Plans for Post-retirement Benefits (PRB) Other than Pensions (OCT 1997)                                  |
| 52.215-19 | - | Notification of Ownership Changes (OCT 1997)  |
| 52.215-21 | - | Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing   |

- Data -Modifications (OCT 1997)
- 52.217-8 Option To Extend Services (AUG 1989)
- 52.219-6 - Notice Of Total Small Business Set-Aside (JUL 1996)
- 52.219-8 - Utilization Of Small, Small Disadvantaged and Women-Owned Small Business Concerns (JUN 1997)
- 52.219-14 - Limitations On Subcontracting (DEC 1996)
- 52.222-1 - Notice To The Government Of Labor Disputes (FEB 1997)
- 52.222-3 - Convict Labor (AUG 1996)
- 52.222-4 - Contract Work Hours And Safety Standards Act-Overtime Compensation (JUL 1995)
- 52.222-21 - Prohibition of Segregated Facilities (APR 1984) (DEVIATION)
- 52.222-26 - Equal Opportunity (APR 1984) (DEVIATION)
- 52.222-35 - Affirmative Action For Disabled Veterans And Veterans Of The Vietnam Era (APR 1998)
- 52.222-36 - Affirmative Action For Workers With Disabilities (JUN 1998)
- 52.222-37 - Employment Reports On Disabled Veterans And Veterans Of The Vietnam Era (APR 1998)
- 52.222-41 - Service Contract Act of 1965, As Amended (MAY 1989)
- 52.222-43 - Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option Contracts) (MAY 1989)
- 52.223-2 - Clean Air And Water (APR 1984)
- 52.223-3 - Hazardous Material Identification And Material Safety Data (JAN 1997)
- 52.223-5 - Pollution Prevention and Right-To-Know Information (APR 1998)
- 52.223-6 - Drug-Free Workplace (JAN 1997)
- 52.223-10 Waste Reduction Program (OCT 1997)
- 52.223-14 - Toxic Chemical Release Reporting (OCT 1996)
- 52.225-11 - Restrictions On Certain Foreign Purchases (OCT 1996)
- 52.227-1 - Authorization And Consent (JUL 1995)
- 52.227-2 - Notice And Assistance Regarding Patent And Copyright Infringement (AUG 1996)
- 52.228-5 - Insurance - Work on a Government Installation (JAN 1997)
- 52.229-3 - Federal, State, And Local Taxes (JAN 1991)
- 52.229-5 - Taxes - Contracts Performed In U.S. Possessions Or Puerto Rico (APR 1984)
- 52.232-1 - Payments (APR 1984)
- 52.232-7 - Payments Under Time-And-Materials And Labor-Hour Contracts (FEB 1997)  
**(applicable only to CLINs 0002, 0003, 0006, 0007, 0010, 0011, 0014, 0015, 0018, and 0019)**
- 52.232-8 - Discounts For Prompt Payment (MAY 1997)
- 52.232-9 - Limitation On Withholding Of Payments (APR 1984)
- 52.232-11 - Extras (APR 1984)
- 52.232-17 - Interest (JUN 1996)
- 52.232-18 - Availability Of Funds (APR 1984)
- 52.232-23 - Assignment Of Claims (JAN 1986)
- 52.232-25 - Prompt Payment (JUN 1997)
- 52.233-1 - Disputes (OCT 1995)
- 52.233-3 - Protest After Award (AUG 1996)
- 52.237-2 - Protection Of Government Buildings, Equipment, And Vegetation (APR 1984)
- 52.237-3 - Continuity Of Services (JAN 1991)
- 52.242-13 - Bankruptcy (JUL 1995)



- 52.243-1 - Changes - Fixed Price (AUG 1987) Alternate I (APR 1984) **(applicable only to CLINs 0001, 0005, 0009, 0013 and 0017)**
- 52.243-3 - Changes--Time-And-Materials Or Labor-Hours (AUG 1987) **(applicable only to CLINs 0002, 0003, 0006, 0007, 0010, 0011, 0014, 0015, 0018, and 0019)**
- 52.244-1 - Subcontracts (Fixed-Price Contracts) (OCT 1997) **(applicable only to CLINs 0001, 0005, 0009, 0013 and 0017)**
- 52.244-3 - Subcontracts (Time-And-Materials And Labor-Hour Contracts (OCT 1997) **(applicable only to CLINs 0002, 0003, 0006, 0007, 0010, 0011, 0014, 0015, 0018, and 0019)**
- 52.244-5 - Competition In Subcontracting (DEC 1996)
- 52.245-1 - Property Records (APR 1984)
- 52.245-2 - Government Property (Fixed-Price Contracts) (DEC 1989) Alternate I (APR 1984) (DEVIATION) **(applicable only to CLINs 0001, 0005, 0009, 0013 and 0017)**
- 52.245-5 - Government Property (Cost-Reimbursement, Time-And-Material, Or Labor-Hour Contracts) (JAN 1986) (DEVIATION) **(applicable only to CLINs 0002, 0003, 0006, 0007, 0010, 0011, 0014, 0015, 0018, and 0019)**
- 52.245-9 - Use And Charges (APR 1984)(DEVIATION)
- 52.245-19 - Government Property Furnished "As Is" (APR 1984)
- 52.246-25 - Limitation Of Liability - Services (FEB 1997)
- 52.248-1 - Value Engineering (MAR 1989)
- 52.249-4 - Termination For Convenience Of The Government (Services) (Short Form) (APR 1984)
- 52.249-6 - Termination (Cost - Reimbursement) (SEP 1996) Alternate IV (SEP 1996) **(applicable only to CLINs 0002, 0003, 0006, 0007, 0010, 0011, 0014, 0015, 0018, and 0019)**
- 52.249-8 - Default (Fixed-Price Supply And Service) (APR 1984) **(applicable only to CLINs 0001, 0005, 0009, 0013 and 0017)**
- 52.249-14 - Excusable Delays (APR 1984)
- 52.252-6 - Authorized Deviations in Clauses (APR 1984) fill in Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2);
- 52.253-1 - Computer Generated Forms (JAN 1991)

#### **DFARS CLAUSE TITLE**

- 252.201-7000 - Contracting Officer's Representative (DEC 1991)
- 252.203-7001 - Special Prohibition On Employment (JUN 1997)
- 252.203-7002 - Display Of DoD Hotline Poster (DEC 1991)
- 252.204-7002 - Payment For Subline Items Not Separately Priced (DEC 1991)
- 252.204-7003 - Control Of Government Personnel Work Product (APR 1992)
- 252.204-7004 - Required Central Contractor Registration (MAR 1998)
- 252.205-7000 - Provision Of Information To Cooperative Agreement Holders (DEC 1991)
- 252.209-7000 - Acquisition From Subcontractors Subject To On-Site Inspection Under The Intermediate-Range Nuclear Forces (INF) Treaty (NOV 1995)
- 252.209-7003 - Compliance With Veterans' Employment Reporting Requirements (MAR 1998)
- 252.209-7004 - Subcontracting With Firms That Are Owned Or Controlled By The Government Of A Terrorist Country (MAR 1998)
- 252.223-7001 - Hazard Warning Labels (DEC 1991)
- 252.223-7004 - Drug-Free Work Force (SEP 1988)
- 252.225-7012 - Preference for Certain Domestic Commodities (SEP 1997)

- 252.225-7025 - Restriction On Acquisition Of Forgings (JUN 1997)
- 252.225-7031 - Secondary Arab Boycott Of Israel (JUN 1992)
- 252.227-7013 - Rights In Technical Data--Noncommercial Items (NOV 1995)
- 252.227-7014 - Rights In Noncommercial Computer Software And Noncommercial Computer Software Documentation (JUN 1995)
- 252.227-7016 - Rights In Bid or Proposal Information (JUN 1995)
- 252.227-7019 - Validation Of Asserted Restrictions--Computer Software (JUN 1995)
- 252.227-7030 - Technical Data--Withholding Of Payment (OCT 1988)
- 252.227-7036 - Certification Of Technical Data Conformity (JAN 1997)
- 252.227-7037 - Validation Of Restrictive Markings On Technical Data (NOV 1995)
- 252.231-7000 - Supplemental Cost Principles (DEC 1991)
- 252.232-7009 - Payment By Electronic Funds Transfer (CCR) (JUN 1998)
- 252.233-7000 - Certification Of Claims And Requests For Adjustment Or Relief (MAY 1994)
- 252.242-7000 - Postaward Conference (DEC 1991)
- 252.243-7001 - Pricing Of Contract Modifications (DEC 1991)
- 252.243-7002 - Requests for Equitable Adjustment (MAR 1998)
- 252.245-7001 - Reports of Government Property (MAY 1994)
- 252.247-7023 - Transportation Of Supplies By Sea (NOV 1995)
- 252.247-7024 - Notification Of Transportation Of Supplies By Sea (NOV 1995)
- 252.248-7000 - Preparation of Value Engineering Change Proposals (MAY 1994)

I-2 FAR 52.222-42 - STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

| Employee class | Monetary Wage - Fringe Benefits |
|----------------|---------------------------------|
|                |                                 |
|                |                                 |
|                |                                 |
|                |                                 |

I-3 FAR 52.223-11 - OZONE-DEPLETING SUBSTANCES (JUN 1996)

(a) Definitions.

“Ozone-depleting substance”, as used in this clause, means any substance designated as Class I by the Environmental Protection Agency (EPA) (40 CFR Part 82), including but not limited to chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or any substance designated as Class II by EPA (40 CFR Part 82), including but not limited to hydrochlorofluorocarbons.

(b) The Contractor shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d)

and 40 CFR Part 82, Subpart E, as follows:

"WARNING: Contains (or manufactured with, if applicable) \_\_\_\_\_, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere."

\* The Contractor shall insert the name of the substance(s).

### **PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

#### **SECTION J**

##### **LIST OF ATTACHMENTS**

- J-1** Attachment (1) - Statement of Work – 34 Pages, with Enclosures I through XIII, and Exhibit A - DD Form 1423, Contract Data Requirements - 9 Pages And Enclosure (1) - Instructions For Distribution- 1 Page
- J-2** Attachment (2) – Scheduled Services – 2 Pages
- J-3** Attachment (3) – Performance Requirements Summary Table - 7 Pages
- J-4** Attachment (4) – Requirements for On-site Contractors - 9 Pages
- J-5** Attachment (5) – Wage Determination, 94-2104 Rev (17) - 8 pages
- J-6** Attachment (6) – DD Form 254: Security Classification Requirements, Serial No. 044-98, dated 31 July 1998 - 2 Pages

### **PART IV - REPRESENTATIONS AND INSTRUCTIONS**

#### **SECTION K**

##### **REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS OR RESPONDENTS**

- K-1** The following Representations, Certifications, and Other Statements Of Offerors Or Respondents are incorporated by reference with the same force and effect as if they were given in full text.

##### **FAR CLAUSE      TITLE**

52.203-11      -      Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions (APR 1991)

##### **DFARS CLAUSE      TITLE**

252.209-7001 - Disclosure Of Ownership Or Control By The Government Of A Terrorist Country (MAR 1998)

**K-2 FAR 52.204-3 - TAXPAYER IDENTIFICATION (JUN 1997)**

(a) *Definitions.*

"Common parent," as used in the solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity, (e.g., sole proprietorship or partnership), or corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) *Taxpayer Identification Number (TIN).*

☐ TIN: \_\_\_\_\_.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of a Federal, state, or local government;

☐ Other. State basis. \_\_\_\_\_

(d) *Corporate Status.*

☐ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

☐ Other corporate entity;

☐ Not a corporate entity;

☐ Sole proprietorship

☐ Partnership

☐ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) *Common Parent.*

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

☐ Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

**K-3 FAR 52.203-2 - CERTIFICATE OF INDEPENDENT PRICE DETERMINATION (APR 1985)**

(a) The offeror certifies that:

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices; (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory:

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2) (i) Has been authorized, in writing to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision

\_\_\_\_\_  
[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**K-4 FAR 52.209-5 - CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (MAR 1996)**

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that-

(i) The Offeror and/or any of its Principals:

(A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐ , within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision. The Offeror and/or any of its Principals-

(ii) The Offeror has ☐ has not ☐ , within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror non-responsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

**K-5 FAR 52.215-4 -TYPE OF BUSINESS ORGANIZATION (OCT 1997)**

The offeror or respondent, by checking the applicable box, represents that -

(a) It operates as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation incorporated under the laws of the State of \_\_\_\_\_.

(b) If the offeror or respondent is a foreign entity, it operates as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation, registered for business in \_\_\_\_\_.  
(country)

**K-6 FAR 52.215-6 -PLACE OF PERFORMANCE (OCT 1997)**

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, ☐ intends, ☐ does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

PLACE OF PERFORMANCE  
(STREET ADDRESS, CITY,  
STATE, COUNTY, ZIP CODE)

NAME AND ADDRESS OF OWNER  
AND OPERATOR OF THE PLANT  
OR FACILITY IF OTHER THAN  
OFFEROR OR RESPONDENT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**K-7 FAR 52.219-1 - SMALL BUSINESS PROGRAM REPRESENTATIONS (FEB 1998)**

(a) (1) The standard industrial classification (SIC) code for this acquisition is 8744.

(2) The small business size standard is \$20 M.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representation.*

(1) The offeror represents as part of its offer that it ☐ is , ☐ is not a small business concern.

(2) (Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a small disadvantaged business concern.

(3) (Complete only if offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.

(c) *Definitions.* "Small business concern", as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in CFR Part 121 and the size standard in paragraph (a) of this provision.

"Small disadvantaged business concern", as used in this provision, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets requirements of 13 CFR Part 124.

"Women-owned small business concern", as used in this provision, means a small business concern -

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business , at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more



women.

(d) *Notice.*

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall --

- (i) Be punished by imposition of fine, imprisonment, or both;
- (ii) Be subject to administrative remedies, including suspension and debarment; and
- (iii) Be ineligible for participation in programs conducted under the authority of the Act.

**K-8 FAR 52.222-22 - PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (APR 1984)**  
(DEVIATION)

The offeror represents that--

- (a) It ☐ has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation,
- (b) It ☐ has, ☐ has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

**K-9 FAR 52.222-25 - AFFIRMATIVE ACTION COMPLIANCE (APR 1984)**

The offeror represents that --

- (a) It ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or
- (b) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**K-10 FAR 52.223-1 - CLEAN AIR AND WATER CERTIFICATION (APR 1984)**

The Offeror certifies that--

(a) Any facility to be used in the performance of this proposed contract is ☐, is not ☐ listed on the Environmental Protection Agency List of Violating Facilities;

(b) The Offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the Offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(c) The Offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**K-11 FAR 52.223-13 - CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 1996)**

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(B) By signing this offer, the offeror certifies that --

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: *(Check each block that is applicable)*

☐ (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) designations 20 through 39 as set forth in section 19.102 of the Federal Acquisition Regulation; or

☐ (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

**K-12 DFARS 252.219-7000 - SMALL DISADVANTAGED BUSINESS CONCERN**

## REPRESENTATION (DOD CONTRACTS) (JUN 1997)

(a) *Definition.*

Small disadvantaged business concern, as used in this provision, means a small business concern, owned and controlled by individuals who are both socially and economically disadvantaged, as defined by the Small Business Administration at 13 CFR Part 124, the majority of earnings of which directly accrue to such individuals. This term also means a small business concern owned and controlled by an economically disadvantaged Indian tribe or Native Hawaiian organization which meets the requirements of 13 CFR Part 124.112 or 124.113, respectively. In general, 13 CFR Part 124 describes a small disadvantaged business concern as a small business concern--

- (1) Which is at least 51 percent unconditionally owned by one or more socially and economically disadvantaged individuals; or
- (2) In the case of any publicly owned business, at least 51 percent of the voting stock of which is unconditionally owned by one or more socially and economically disadvantaged individuals; and
- (3) Whose management and daily business operations are controlled by one or more such individuals.

(b) *Representations.*

Check the category in which your ownership falls--

\_\_\_\_\_ Subcontinent Asian (Asian-Indian) American (U.S. citizen with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

\_\_\_\_\_ Asian-Pacific American (U.S. Citizen with origins from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), the Northern Mariana Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, the Federated States of Micronesia, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)

\_\_\_\_\_ Black American (U.S. Citizen)

\_\_\_\_\_ Hispanic American (U.S. Citizen with origins from South America, Central America, Mexico, Cuba, the Dominican Republic, Puerto Rico, Spain, or Portugal)

\_\_\_\_\_ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians including Indian tribes or Native Hawaiian organizations)

\_\_\_\_\_ Individual/concern, other than one of the preceding, currently certified for participation in the Minority Small Business and Capital Ownership Development Program under Section 8(a) of the Small Business Act

\_\_\_\_\_Other

(c) *Certifications.*

Complete the following--

- (1) The Offeror is\_\_\_\_ is not\_\_\_\_ a small disadvantaged business concern.
- (2) The Small Business Administration (SBA) has \_\_\_\_ has not\_\_\_\_ made a determination concerning the offeror's status as a small disadvantaged business concern. If the SBA has made a determination, the date of the determination was \_\_\_\_\_ and the Offeror--

\_\_\_\_\_Was found by SBA to be socially and economically disadvantaged and no circumstances have changed to vary that determination.

\_\_\_\_\_Was found by SBA not to be socially and economically disadvantaged but circumstances which caused the determination have changed.

(d) *Penalties and Remedies.*

Anyone who misrepresents the status of a concern as a small disadvantaged business for the purpose of securing a contract or subcontract shall--

- (1) Be punished by imposition of a fine, imprisonment, or both;
- (2) Be subject to administrative remedies, including suspension and debarment; and
- (3) Be ineligible for participation in programs conducted under authority of the Small Business Act.

**K-13** DFARS 252.247-7022 - REPRESENTATION OF EXTENT OF TRANSPORTATION BY SEA (AUG 1992)

- (a) The Offeror shall indicate by checking the appropriate blank in paragraph(b) of this provision whether transportation of supplies by sea is anticipated under the resultant contract. The term "supplies" is defined in the Transportation of Supplies by Sea clause of this solicitation.

(b) *Representation.*

The Offeror represents that it--

\_\_\_\_\_Does anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

\_\_\_\_\_Does not anticipate that supplies will be transported by sea in the performance of any contract or subcontract resulting from this solicitation.

- (c) Any contract resulting from this solicitation will include the Transportation of Supplies by Sea clause. If the Offeror represents that it will not use ocean transportation, the resulting contract

will also include the Defense FAR Supplement clause at 252.247-7024, Notice of Transportation of Supplies by Sea.

#### **K-14 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING**

The Offeror's CAGE Code is \_\_\_\_\_.

See DFARS 252.204-7001 in Section L for procedures on requesting a CAGE Code.

### **SECTION L**

#### **INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS**

##### **L-1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www-far.npr.gov/References/References.html>

<http://heron.nrl.navy.mil/contracts/home.htm>

| <b>FAR CLAUSE</b> | <b>TITLE</b> |
|-------------------|--------------|
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|           |  |
|-----------|--|
| 52.204-6  | - Data Universal Numbering System (DUNS) Number (APR 1998)     |
| 52.215-1  | - Instructions to Offerors- Competitive Acquisition (OCT 1997) |
| 52.215-16 | - Facilities Capital Cost Of Money (OCT 1997)                  |
| 52.237-1  | - Site Visit (APR 1984)  |

##### **L-2 SITE VISIT**

#### **OFFERORS MAY PROPOSE WITHOUT ATTENDING THE SITE VISIT.**

A site visit will be conducted on **13 August 1998** at 1:00 p.m.. Offerors should contact Tonya Horton at 202-767-3798 or Lisa Fleming at 202-767-3739 on or before **11 August 1998**, to be scheduled to attend the site visit.

Offerors are hereby notified that the site visit will take place at the Naval Research Laboratory, Washington, DC. No cameras, firearms or alcoholic beverages are allowed on the Laboratory. Proof of U.S. Citizenship is required.

Offerors who are scheduled to attend the site visit should meet at Building 57. Questions **WILL NOT** be answered during the site visit. All questions shall be submitted in writing at the site visit or within one week of the site visit via telecopies at 202-767-6197/5896. Inquiries should contain the Solicitation number and must be addressed to the attention of Code 3230.LS, Lisa Fleming.

**L-3 FAR 52.211-14 - NOTICE OF PRIORITY RATING FOR NATIONAL DEFENSE USE (SEP 1990)**

Any contract awarded as a result of this solicitation will be a ☐ DX rated order; ☒ DO rated order certified for national use under the Defense Priorities and Allocations system (DPAS) (15 CFR 700), and the Contractor will be required to follow all of the requirements of this regulation.

**L-4 FAR 52.215-20 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA (OCT 1997)ALTERNATE IV (OCT 1997)**

(a) Submission of cost or pricing data is not required.

(b) Provide information supporting the not-to-exceed amount proposed for CLINs 0002, 0006, 0010, 0014, and 0018.

**L-5 FAR 52.216-1 - TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a Firm Fixed PriceService type contract resulting from this solicitation. There will be a Firm Fixed-Price CLIN, a Cost-Reimbursable CLIN and an Indefinite Quantity CLIN.

**L-6 FAR 52.233-2 - SERVICE OF PROTEST (AUG 1996)**

(a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO) shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from the Control Desk, Code 3200, Bldg. 222, Rm. 115, Naval Research Laboratory, 4555 Overlook Ave., S.W., Washington DC 20375-5326.

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

**L-7 DFARS 252.204-7001 - COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (DEC 1991)**

(a) The Offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter CAGE Before the number.

(b) If the Offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Services Center (DLSC). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of

the Commercial and Government Entity (CAGE) Code;

- (2) Complete section A and forward the form to DLSC; and
  - (3) Notify the Contractor of its assigned CAGE code.
- (c) Do not delay submission of the offer pending receipt of a CAGE code.

**L-8 DFARS 252.227-7017 - IDENTIFICATION AND ASSERTION OF USE, RELEASE, OR DISCLOSURE RESTRICTIONS (JUN 1995)**

- (a) The terms used in this provision are defined in following clause or clauses contained in this solicitation--
- (1) If a successful offeror will be required to deliver technical data, the Rights in Technical Data--Noncommercial Items clause, or, if this solicitation contemplates a contract under the Small Business Innovative Research Program, the Rights in Noncommercial Technical Data and Computer Software--Small Business Innovative Research (SBIR) Program clause.
  - (2) If a successful offeror will not be required to deliver technical data, the Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation clause, or, if this solicitation contemplates a contract under the Small Business Innovative Research Program, the Rights in Noncommercial Technical Data and Computer Software--Small Business Innovative Research (SBIR) Program clause.
- (b) The identification and assertion requirements in this provision apply only to technical data, including computer software documents, or computer software to be delivered with other than unlimited rights. For contracts to be awarded under the Small Business Innovative Research Program, the notification requirements do not apply to technical data or computer software that will be generated under the resulting contract. Notification and identification is not required for restrictions based solely on copyright.
- (c) Offers submitted in response to this solicitation shall identify, to the extent known at the time an offer is submitted to the Government, the technical data or computer software that the Offeror, its subcontractors or suppliers, or potential subcontractors or suppliers, assert should be furnished to the Government with restrictions on use, release, or disclosure.
- (d) The Offeror's assertions, including the assertions of its subcontractors or suppliers or potential subcontractors or suppliers shall be submitted as an attachment to its offer in the following format, dated and signed by an official authorized to contractually obligate the Offeror:

Identification and Assertion of Restrictions on the Government's Use, Release, or Disclosure of Technical Data or Computer Software.

The Offeror asserts for itself, or the persons identified below, that the Government's rights to use, release, or disclose the following technical data or computer software should be restricted:

| Technical Data or<br>Computer Software<br>to be Furnished<br>With Restrictions* | Basis for<br>Assertion** | Asserted<br>Rights<br>Category*** | Name of Person<br>Asserting<br>Restrictions**** |
|---|--------------------------|-----------------------------------|---|
| (LIST)*****.  | (LIST)                   | (LIST)                            | (LIST)  |

\* For technical data (other than computer software documentation) pertaining to items, components, or processes developed at private expense, identify both the deliverable technical data and each such items, component, or process. For computer software or computer software documentation identify the software or documentation.

\*\* Generally, development at private expense, either exclusively or partially, is the only basis for asserting restrictions. For technical data, other than computer software documentation, development refers to development of the item, component, or process to which the data pertain. The Government's rights in computer software documentation generally may not be restricted. For computer software, development refers to the software. Indicate whether development was accomplished exclusively or partially at private expense. If development was not accomplished at private expense, or for computer software documentation, enter the specific basis for asserting restrictions.

\*\*\* Enter asserted rights category (e.g., government purpose license rights from a prior contract, rights in SBIR data generated under another contract, limited, restricted, or government purpose rights under this or a prior contract, or specially negotiated licenses).

\*\*\*\* Corporation, individual, or other person, as appropriate.

\*\*\*\*\* Enter "none" when all data or software will be submitted without restrictions.

Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Signature \_\_\_\_\_

(End of identification and assertion)

- (e) An offeror's failure to submit, complete, or sign the notification and identification required by paragraph (d) of this provision with its offer may render the offer ineligible for award.
- (f) If the Offeror is awarded a contract, the assertions identified in paragraph (d) of this provision shall be listed in an attachment to that contract. Upon request by the Contracting Officer, the Offeror shall provide sufficient information to enable the Contracting Officer to evaluate any listed assertion.



## DELIVERED TO THE GOVERNMENT (JUN 1995)

The Offeror shall attach to its offer an identification of all documents or other media incorporating technical data or computer software it intends to deliver under this contract with other than unlimited rights that are identical or substantially similar to documents or other media that the Offeror has produced for, delivered to, or is obligated to deliver to the Government under any contract or subcontract. The attachment shall identify - -

- (a) The contract number under which the data or software were produced;
- (b) The contract number under which, and the name and address of the organization to whom, the data or software were most recently delivered or will be delivered; and
- (c) Any limitations on the Government's rights to use or disclose the data or software, including, when applicable, identification of the earliest date the limitations expire.

**L-10 GOVERNMENT-FURNISHED PROPERTY**

No material, labor, or facilities will be furnished by the Government unless provided for in the solicitation.

**L-11 INQUIRIES CONCERNING THE RFP**

Any questions concerning the RFP must be submitted in writing to the Contracting Officer at the location noted in blocks 7 and 9 of the Standard Form 33, "Solicitation, Offer and Award," no less than fifteen (15) days before closing. The Government will not consider questions received after this date. **Due to time constraints, the Government does not anticipate extending the closing date of the solicitation.** Offerors are cautioned against directing any questions concerning this RFP to technical personnel at the Naval Research Laboratory.

**L-12 INSTRUCTIONS FOR SUBMISSION AND INFORMATION REQUIRED TO EVALUATE PROPOSALS****PART A - TECHNICAL PROPOSAL**

(1) Information for the technical proposal shall be placed in Volume I and be completely separate from the cost/price proposal (Volume II).

(2) Required Copies: 4

(3) Proposal Identification/Mailing - The proposal should be packaged for delivery so as to permit safe and timely arrival at destination. The proposal package should be sent to the address shown in Block 7 of the RFP face page and marked:

**RFP No. N00173-98-R-LS06**

**Closing Date:**

**(As specified in Block 9, RFP face page)**

**Attn: Code: 3230.LS**

(4) The following information is required for evaluation of your technical proposal. Any additional information may be provided.

(a) The technical proposal must demonstrate an understanding of all requirements covered in the RFP's terms and conditions. The proposal must be sufficiently detailed and complete to demonstrate an understanding of and an ability to comply with the requirements of the RFP's Statement of Work. General statements that the offeror can or will comply with the requirements, that standard procedures will be used, that well known techniques will be used, or paraphrases of the RFP's Statement of Work or Specification in whole or in part **will not** constitute compliance with these requirements concerning the content of the technical proposal. The contractor shall provide convincing proof that he has the ability to obtain the necessary qualified personnel required to successfully complete the work under this contract. The contractor shall also provide evidence of successfully managing hybrid contracts that entail both regularly scheduled work as well as unscheduled multiple tasks. Examples of such evidence might be a management plan as well as past performance information as requested below. Failure to conform to any of the requirements of the RFP may form the basis for rejection of the proposal.

(b) The following additional information is required:

1. A listing of recent Department of Defense or other Government or commercial contracts under which the offeror has furnished identical or similar products. Also, a statement of names and telephone numbers of customers and technical personnel involved in the contract.

2. A statement of the offeror's percentage of sales with the Government and its percentage of sales with the commercial sector last year.

3. Demonstrate, as stated in paragraph (a) that the services, you propose to provide, comply with the Specifications/Statement of Work and discuss the reasons for any exceptions.

## PART B - COST/PRICE PROPOSAL

(1) The cost/price proposal shall be in Volume II and be completely separate from the technical and management proposal (Volume I).

(2) Required Copies: **2**

## L-13 PAST PERFORMANCE INFORMATION

(a) Offerors shall submit the following information as part of their proposal. (Offerors are encouraged to submit the information prior to other parts of the proposal to assist the government in reducing the length of the evaluation period.) List the last **five (5)** contracts or subcontracts completed during the past **three (3)** years for services similar in nature to this requirement. Include in the **five (5)** any current contracts or subcontracts for similar services that were awarded at least one year prior to the date of this solicitation. Offerors that have no similar previous or current

contracts should provide the requested information for proposed subcontractors that will perform major or critical aspects of the requirement or for the proposed project manager or key personnel responsible for major or critical aspects of the requirement.

1. Name of contracting organization.
2. Contract number
3. Contract type
4. Total contract value
5. Description of the contract work
6. Contracting officer and telephone number
7. Contracting officer's representative, program manager, or similar official and telephone number

(b) Offerors shall contact the contracting organizations identified pursuant to paragraph (a) as soon as possible and request them to send past performance information on the identified contracts to the address in Block 7 of the face page of this solicitation. The past performance report which is available at <http://heron.nrl.navy.mil/contracts/home.htm> is to be provided to the contracting organization for this purpose. If the contracting organization has already collected past performance information on the contract pursuant to FAR Subpart 42.15, the format used to collect the information may be used instead of the past performance report.

(c) Offerors may include in their proposals specific information relating to problems encountered in performing the identified contracts and any corrective actions by the offeror. Offerors should not provide general information on their performance on the identified contracts as this will be obtained from the contracting organizations.

## **SECTION M**

### **EVALUATION FACTORS FOR AWARD**

#### **M-1 EVALUATION**

- (a) Technical proposals will be evaluated on demonstrated compliance with the requirements of the solicitation.
- (b) Past Performance will be evaluated on the basis of the quality of the work performed, timeliness of performance, cost control, and business relations. The evaluation will be based on the information provided pursuant to Section L and other sources if available. Offerors that have no relevant performance history or for which past performance information is not available will not be evaluated favorably or unfavorably on past performance. The government may begin proposal evaluation prior to receipt of past performance information. If, after completion of proposal evaluation except evaluation of past performance, the contracting officer determines that evaluation of past performance will not affect the outcome of competitive selection, the contracting officer may waive its evaluation in accordance with FAR 15.304(c)(3)(iii).
- (c) Award will be made to that responsible offeror proposing the lowest price for the Supplies or Services that has been determined to comply with the requirements of the solicitation.

**M-2 AWARD BY FULL QUANTITY**

An offeror must propose on all items in this solicitation to be eligible for award. Award will be made to that responsible offeror proposing the lowest total price for all items.

**M-3 FAR 52.217-5 - EVALUATION OF OPTIONS (JUL 1990)**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).



## **STATEMENT OF WORK**

1. **BACKGROUND:** The Naval Research Laboratory (NRL), located at 4555 Overlook Ave. S.W. Washington, D.C., is the Navy's corporate laboratory and is one of the principal in-house research and development laboratories of the U.S. Government. The NRL has a requirement for Transportation Equipment Management, Operation and Maintenance of the Equipment; Maintenance of Grounds; and Pest Control Services.

1.1 **SITE CHARACTERISTICS:** The NRL is located inside of the Washington Beltway (Interstate 95/495) along the east bank of the Potomac River with access directly to Interstate 295. The site covers approximately 132 acres and has approximately 100 one to five story buildings.

2. **APPLICABLE DOCUMENTS:** The Contractor shall comply with the applicable portions of all documents listed in Enclosure No. I. In the event there is a conflict between the applicable documents and the Statement of Work, the Applicable Documents shall take precedence.

3. **SCOPE:** The Contractor shall furnish the required personnel and materials to provide Transportation Equipment Management, Operation and Maintenance of Transportation Equipment; Grounds Maintenance Services; and Pest Control Services at the Naval Research Laboratory, Washington, D.C. and annex (Bldg. 256 on Bolling A.F.B.). The Contractor shall maintain transportation equipment at Naval Research Laboratory's field sites (Pomonkey, MD; Blossom Point, MD; Maryland Point, MD; Chesapeake Beach MD; and the Midway Research Center, Quantico, VA. The Contractor shall perform pest control services at the Naval Research Laboratory's field sites (Pomonkey, Blossom Pt.; and Maryland Pt.; Midway Research Center). Except where specified elsewhere in this contract all work shall be performed during the government's regular working hours. For the purpose of this contract regular working hours are 7:00am to 4:30pm Monday through Friday. The Contractor shall provide a computer program to maintain equipment inventory; maintenance and repair of all transportation equipment. The Contractor shall also provide a computer program that tracks where, how many, and what care is given to flowers, plants, and trees planted each year. The Contractor shall also provide a computer program that tracks pesticide usage by location, type of pests, and control method. All software shall remain the property of the Government and must be readily available for review by the COR.

3.1 **Personnel:** The Contractor shall provide on-site personnel for a continuous eight hour period (exclusive of a lunch break) within the regular work hours. The Contractor shall employ at all times a sufficient number of qualified employees to properly, safely, and economically manage, operate, repair and maintain the equipment & vehicles, landscaping & grounds, surfaced areas, irrigation systems, and pest control services as stated in this contract. The Contractor shall provide sufficient, full time on-site supervision to fulfill the terms and conditions of this contract. The Contractor shall ensure that all work required by this contract is satisfactorily supervised by a Project Manager.

All matters pertaining to the employment and supervision, or compensation, promotion and discharge of contract employees are the responsibility of the Contractor, who is in all respects their employer. The Contractor shall acquire safety vests and require all contractor employees wear said vests while on NRL grounds. These vests shall remain the property of NRL, be safety orange in color, with reflective material marking "NRL GROUNDS CREW". The Contractor shall make his employees available for specialized NRL Safety Training when NRL regulations require such.

The Project Manager shall be on site while contract work is in progress to receive notices, reports or requests from either the Contracting Officer or COR. The Head Groundskeeper shall be on site, to provide updates, recommendations, and schedules to the COR while the contract is in progress. Not later than five days after contract start date, the Contractor shall provide the COR with a written listing of telephone numbers of individuals designated as supervisory employees, as well as the Program Manager which the Government may use at any time. The Contractor shall exercise direct control over his employees to ensure proper behavior and conformance to applicable NRL policies. The Contractor shall be responsible for selecting personnel who are qualified to perform the required services, for supervising techniques used in their work and for keeping personnel informed of all improvements, changes and methods of operation. The Contractor shall be responsible for providing his employees with personnel protective equipment where required. The Contractor shall obtain proper identification, credentials and clearances (SECRET FACILITY & SECRET PERSONNEL) as are necessary for his personnel and for assuring that vehicle operators and mechanics have the required licenses and /or certificates. The Contractor shall provide qualified equipment operators possessing valid State or District of Columbia licenses for class of vehicle operated when operating Government-owned, Contractor-owned, or Contractor-leased/rented equipment in the performance of this contract. Government licensing must be in accordance with NAVFAC-P-300 (May 1997), Management of Transportation Equipment.

**3.1.1 ON SITE PROJECT MANAGER:** The Contractor shall provide an On Site Project Manager during regular working hours. The Project Manager shall be designated in writing by the Contractor to have complete authority to act for the contractor in every detail during the term of the contract. The Project Manager shall be responsible for the overall management and coordination of all work and shall act as a central point of contact with the Government. The Project Manager shall obtain an out-of-hours badge (secret clearance). After normal working hours, the Project Manager shall be available and at the site within one hour from notification. The Project Manager shall meet with the COR daily (at the COR's office) to review new and old work. The Project Manager shall ensure that all indefinite quantity (IDQ), pest control and bulk trash requests are picked up from the Contractors mail box (located at the COR's office) twice daily.

**3.1.1.1 Project Manager Minimum Experience:** The Project Manager shall have at least three (3) years of recent (within the last five (5) years) experience in the management and supervision of transportation, grounds maintenance, and pest control for a facility of the approximate size and characteristics of NRL.

**3.1.2 ON SITE HEAD GROUNDSKEEPER:** The Contractor shall provide On Site Head Groundskeeper during regular working hours. The Contractor shall provide qualified Head Groundskeeper with a Bachelors degree in Horticulture, or a related field from an accredited University. The Head Groundskeeper shall be required to make recommendations and provide plans for all landscaping maintenance activities, provide flower arrangements for requested ceremony set-ups (the flowers/ornamental shall be from NRL gardens), be a certified District of Columbia turf/ornamental pesticide applicator for lawns/plants. The Head Groundskeeper shall be able to

provide information and recommendations on changing requirements in the industry. The Head Grounds Keeper shall obtain an "out-of-hours" badge (secret clearance).

**3.1.2.1 Head Groundskeeper Minimum Experience:** The Head Groundskeeper shall have at least three (3) years of recent (within the last five (5) years) experience in the management and supervision of landscaping and grounds maintenance for a facility of the approximate size and characteristics of NRL.

**3.1.3 ON SITE LEAD MASTER MECHANIC:** The Contractor shall provide On Site Lead Master Mechanic during regular working hours. The Contractor shall provide qualified Automotive Service Excellence (A.S.E.) and International Mobile Air Conditioning Association (I.M.A.C.A.) certified Master Mechanic capable of servicing, inspecting, maintaining, repairing, and overhauling both gasoline and diesel engine-powered vehicles, equipment and their A/C systems. The Lead Master Mechanic shall obtain an out-of-hours badge (secret clearance).

**3.1.3.1 Lead Master Mechanic Minimum Experience:** The Master Mechanic shall have at least three (3) years of recent (within the last five (5) years) experience in the management and supervision of an equipment fleet of the approximate size of NRL's.

**3.2 CONTRACTOR ASSISTANCE:** The Government reserves the right to inspect any and all of the work that the contractor has claimed to have performed. The Contractor shall instruct his employees to furnish assistance, as required, in the performance of these Government inspections of the work performed.

**3.2.1 SNOW PLAN:** The Contractor shall provide by September 1 of each year a snow plan that includes the following information at a minimum: Names and phone numbers of the supervisor in charge, the total number of available personnel, sources for any additional personnel, provisions for extended stay on base during snow emergencies plan (i.e. how to feed/rest laborers), when all the snow equipment will be available, requests for additional spare parts, available amount of snow tools/ice melt chemicals etc., list of vendors available to provide raw materials, additional laborers, as well as a plan of how the contractor intends to meet the requirements within enclosure XIII. (CDRL A001)

## **TRANSPORTATION**

### **3.3 REQUIREMENTS FOR TRANSPORTATION EQUIPMENT MANAGEMENT, OPERATIONS, AND MAINTENANCE**

The Contractor shall provide all supervision, labor, tools, materials, supplies, equipment, and transportation (except as furnished and indicated by the Government) to provide transportation equipment management, operation, maintenance and repair of equipment services. Should any of the work required within this section exceed the level of expertise of the contractor, the contractor shall obtain estimates from three (3) separate companies and submit these estimates to the COR for review and approval prior to subcontracting for the work to be completed. Unless noted otherwise herein, the Contractor shall perform all regular services during regular working hours (7:00 a.m. and 4:30 p.m.). Such services include the following:



- (a) Purchase and dispense gasoline and diesel engine fuel.
- (b) Issue gasoline credit cards to Government approved users of Government owned vehicles.
- (c) Perform scheduled and unscheduled maintenance and repair services on all equipment and vehicles.
- (d) Provide services to clean exteriors and interiors of equipment and vehicles.
- (e) Provide dispatching services. Coordinate use of Navy Taxi Service Vehicles.
- (f) Provide qualified equipment operators for support of fixed requirements. Provide qualified operators for material handling equipment, light, medium, heavy, and tractor-trailer trucking and tow truck (wrecker) services.
- (g) Provide testing and licensing service for Government employees and Government contractor personnel as per NAVAC P-300 (May 1997) and NRLINST.11200.3B.
- (h) Provide Snow Removal services.
- (i) Provide services necessary to cope with emergencies such as those from accidents, natural disaster or breakdowns of equipment.
- (j) Provide vehicle inspection, title and tag service.
- (k) Provide record keeping (hard copy & computer data) on vehicles/equipment maintained.

**3.3.1 INVENTORY LISTING OF VEHICLES AND EQUIPMENT:** Enclosure No. II provides a listing of vehicles and equipment at NRL to be maintained. The Inventory of equipment primarily consists of automotive vehicles, construction equipment, materials handling equipment, and special purpose vehicles and equipment such as electronics trailers and chassis. Major items of equipment are identified for control and record keeping purposes by a seven-digit U.S. Navy Registration Number. Other equipment includes lawn mowers, bicycles, and generators. Total inventory may vary plus or minus 15 percent in number of vehicles and equipment, regardless of type. The contractor and the COR shall conduct a joint inventory prior to commencing work under this contract to determine the exact number and serviceability of Government furnished equipment. The Contractor shall then certify the findings of this inventory and shall assume accountability and subsequently report any inventory discrepancies to the COR. (CDRL A033)

**3.3.2 VEHICLES AND EQUIPMENT ASSIGNMENT** - All vehicles and equipment listed in enclosure No. II are categorized as follows:

**3.3.2.1 Sole Government Use (Class "B" Assignment):** Specified terms of equipment which shall be utilized solely by Government personnel or by others specifically authorized by the Government on a regular or continuous basis for the conduct of official business.

**3.3.2.2 Limited Contractor Use (Class "C" Assignment):** Pool Vehicles that shall be utilized by authorized Government personnel, and others, as authorized by the Government for the performance

of services on an on-call basis. This equipment, when not needed for use by the Government, may be utilized by the Contractor in the performance of work under this contract.

**3.3.2.3 General Contractor Use:** Specified items of equipment that shall be made available for use by the contractor in providing the services provided herein.

**3.3.3 FUELS PROCUREMENT:** The Contractor shall order and obtain deliveries (from a commercial vendor) of regular (87 octane) unleaded gasoline and diesel fuels required for transportation equipment and other gasoline and diesel powered equipment. The Contractor shall purchase, receive and record fuel deliveries and ensure that fuel levels do not fall below 50 percent capacity. The Contractor shall maintain a log (CDRL A002) of all fuel deliveries made to the station. The Contractor shall record date and time of delivery, type of fuel, weight, percent of oxygen; type and volume of oxygenate; leak test certificate for the vehicle; and gallons delivered. All fuel delivery tickets shall be kept and maintained at Building 36 for review by the Government.

**3.3.3.1 Fuel Delivery Safety Requirements:** During fuel delivery operations (replenishment of underground fuel tanks by tanker truck) the Contractor shall keep area clear of all unauthorized traffic and pedestrians. No smoking or open flames shall be permitted in area.

**3.3.3.2 Fuel Security Requirements:** The Contractor shall ensure that all fuel dispensing pumps are locked or properly secured at all times when not dispensing fuels. Government-owned fuel shall only be issued to approved Government-owned vehicles, equipment and projects. The Contractor shall report all suspected or attempted violations to the COR and to the NRL Security Forces Supervisor.

**3.3.3.3 Fuel Dispensing Services:** The Contractor shall provide services to dispense/issue gasoline and diesel fuel to approved Government-owned vehicles, equipment and projects. Fuel shall be dispensed/issued at the Building 36, pump facilities. Fuel shall be dispensed from 7:00 a.m. to 4:15 p.m., Mondays through Friday, except holidays. Service to Customers requiring fuel shall start within two (2) minutes of vehicles' arrival. During each fuel dispensing the Contractor shall provide other services to include: checking fluid levels (cooling, oil, brake, battery, hydraulic, windshield wash); adding fluids as necessary; checking tire inflation and adding air as required to approved Government-owned vehicles and equipment. The Contractor shall make a visual inspection of vehicle and advise the Dispatcher of any recent/major damage. Approximately 500 gallons of diesel and 4000 gallons of gas are dispensed monthly. The Contractor shall re-supply various emergency diesel generator fuel tanks located throughout the Laboratory. A location/capacity list of these tanks is listed in enclosure NO. II part 2. The Contractor shall ensure that tanks never drop below 50 percent capacity (generators are run once a week for one hour unless under emergency conditions). Fuel required to be delivered to such items as emergency generators, research projects and remote locations shall be transported in approved safety containers and vehicles.

**3.3.3.4 Gasoline Credit Cards:** The Contractor shall obtain and maintain one (or more if needed) types of national brand (commercial vendor) gasoline/fuel credit card(s) for issuance to NRL employees at Washington D.C. and other NRL field sites including Stennis Space Center, Mississippi; Key West, Florida; Shadwell, Alabama. The Contractor shall provide approximately ten (10) credit cards for use. The Contractor shall provide credit card invoices that clearly document where the card was used and who used it.

**3.3.3.5 Gasoline and Diesel Record Keeping and Reports:** The Contractor shall be responsible for maintaining records and submitting separate diesel and gasoline records of fuel issued to equipment/vehicle by USN registration number, or authorized user in cases where equipment is not USN-registered. The Contractor shall also maintain fuel inventory records for fuel issued to each equipment/vehicle by USN registration number, the location obtained on each credit card, and submit reports on these records monthly to the COR.

**3.3.3.6 Daily Fuel Issues and Status Record:** This record shall be used to collect and maintain information concerning vehicle/equipment fuel usage and overall fuel usage status. During each fuel issue, the Contractor shall record the number of gallons issued; type of issue, i.e., gasoline or diesel fuel; mileage or hour meter reading of equipment, USN identification number; and the signature of the individual receiving the fuel. The Contractor shall record both start-of-day pump and depth readings and end-of-day pump and depth readings, and the daily gallon total of fuels issued at NRL. This record shall be maintained (CDRL A003) on a daily basis at Building 36 and be available for inspection by the COR.

**3.3.3.7 Weekly Fuels Issued Summary:** The Contractor shall submit a summary report (CDRL A004) of all fuels issued for the week between Saturday to Friday by close of business (3:00 p.m.) on Friday of each week.

**3.3.3.8 Monthly Fuels Summary:** The Contractor shall summarize all fuel issues from the Daily Fuel Issues and Status Records and all fuel delivery information on a monthly basis and prepare and submit a Monthly Fuels Summary Report (CDRL A005) to the COR by the third working day of the following month.

**3.3.4 VEHICLE AND EQUIPMENT DISPATCHING AND CONTROL:** The Contractor shall provide all personnel to develop and implement a system for dispatching and controlling all Government furnished vehicles and equipment listed in Enclosure No. II. The Contractor shall be responsible for providing dispatching service for the activity during normal working hours. The Contractor will issue equipment dispatch Trip Tickets (DD form 1970 Motor Vehicle Utilization Record) and maintain a Dispatch Log, NAVFAC form 9-11240/2, (CDRL A006) for all equipment dispatched from the vehicle/equipment pool on an employee-driver or Contractor-driver provided basis. The Contractor shall confirm taxi service with passengers requesting transportation within eight working hours prior to pickup. The Contractor shall inspect each vehicle that is returned to the pool after each use. Dispatching of vehicles/equipment that are assigned on a continuing basis (class "B") will be done in accordance with existing station instructions or as directed by the Government representative. Dispatchers shall be instructed to be conscious of fuel conservation, to assign vehicles most suitable to the requirements, to consolidate trips whenever possible and to inspect vehicles before and after each use for required equipment, damage and cleanliness of interiors and exteriors, this shall include general contractor use vehicles inspected weekly. The dispatcher will take the appropriate action to correct any deficiency found. The contractor shall implement a system to control the vehicles/equipment location in the parking lots used by the contractor, example: all vehicles in need of repair placed together, all like pool vehicles located together, all vehicles parked in a safe location to reduce damage/fire lane obstruction/gas pumps clear/trash dumpster clear.

**3.3.4.1 Vehicle/Equipment Request and Record DD Form 1970:** The Contractor shall prepare and process Vehicle/Equipment Request and Record Forms, NAVFAC 9-11240/1, (CDRL A007) as follows:

| <b><u>Assignment Category</u></b>             | <b><u>Requirement</u></b>   |
|---|---|
| (1) Sole Government Use (Class "B")           | Issued on a monthly basis at Building 36 to each vehicle user; previous month Trip Tickets shall be collected and completed on the last working day of the month and new Trip Tickets issued. |
| (2) Government and Contractor Use (Class "C") | Issued for each occasion of usage and collected at the end of each use.   |
| (3) General Contractor Use (Class "C")        | Issued and collected on a monthly basis as in (1) above.  |

**3.3.4.1.1 Customer Notification of Required Form Submittal:** The Contractor shall notify all customers that have not submitted the required NAVFAC 9-11240/1 form.

**3.3.4.2 Vehicle/Equipment Off-Station Use:** The Contractor shall, for all Vehicles/Equipment, regardless of assignment category, issue DD Form 1970/11 ("Trip Ticket") specifically authorizing (i.e., ink stamped) "off-station" use when they will be operated outside of the NRL main site. Vehicles and equipment in assignment category (1) may have "off-station" usage authorized on monthly trip tickets. When vehicles and equipment in assignment categories (2) and (3) are required to be operated off-station, trip tickets shall be issued in each case prior to usage and turned in after usage.

**3.3.4.3 Monthly Summary of Equipment Utilization Report:** The Contractor shall prepare and submit a Monthly Summary Report of Equipment Utilization, in accordance with NAVFAC P-300, covering the period from the first through the last day of the reported month (CDRL A008). Each report shall be submitted to the COR by the third working day of the following month. All equipment labeled "out-of-service" shall not be exempt from this requirement. The contractor shall provide a Monthly Summary Report of Equipment Utilization for that equipment, as well.

**3.3.4.4 Services Provided by the National Capital Region/Department of the Navy Motor Pool (NCRDNMP):** The NCRDNMP uses a fleet of radio-dispatched passenger cars to provide point-to-point Navy Taxi Service within the National Capital Region. The Contractor shall be responsible for (1) receiving transportation requests from authorized NRL employees; (2) requesting appropriate service from the NCRDNMP; (3) advising the requester of the assigned three digit trip number that will be displayed on a card in the windshield of the vehicle at time of pickup; and (4) maintaining a log (CDRL A009) of NCRDNMP usage by NRL Code. (NRLINST 11200.2F pertains). The average number of calls per month requesting NCRDNMP transportation services will be 50.

**3.3.4.5 Taxi/On Base Tour /Light-Delivery Service:** The Contractor shall provide taxi service within the National Capital Region in response to requests from authorized users who may not be authorized (not allowed) service under paragraph 3.3.4.4. All Taxi/Tour/delivery service shall be approved by the COR or QA. Taxi service shall also be utilized for shuttle service to established bus routes, and for small parcel delivery/pickup of material. The contractor shall provide On Base Tour

service for VIP visits. Taxi/On Base Tour/Light Delivery service shall be recorded on a dispatch log (CDRL A010) reflecting date of call, time of call, time and location of passenger pick up, destination and time. Taxi/On Base Tour/Light Delivery services average 350 trips per month. Taxi/On Base Tour/Light Delivery service shall be available during regular working hours and during out of hours. Vehicles for this service will be drawn from the motor pool (Class C assigned Vehicles). Approximately 320 man-hours are required for this service per month.

**3.3.4.6 Scheduled Shuttle Bus Service:** The Contractor shall provide scheduled base bus shuttle (twenty-passenger bus) service as set forth below. Shuttle bus schedules are subject to periodic change; however, the basic route and frequency shall remain similar to that shown in Enclosure No. 4 (map of bus route).

#### **SCHEDULED SHUTTLE BUS SERVICE FREQUENCY AND STOP LOCATION SUMMARY**

The following are the Naval Research Laboratory's base shuttle bus schedules that shall be the Contractor's responsibility to operate. The shuttle bus service requires one (1) twenty-passenger bus (school bus type) and will operate Monday through Friday except Federal Holidays. The hours of operation each day will be from 6:00 a.m. to 5:30 p.m. Stop locations and times of departure are:

**Building 106 (Main Gate):** The bus shall depart from this location on the hour and every 15 minutes thereafter during the hours of operation.

**Building 222:** The bus will depart from this location five minutes after leaving Building 106.

**Buildings 47, 49, 60, 207, 208, 215, 259, A59, 12, 1,43, 57, 29, 74, 59, and 69:** Stops at these locations will be only as necessary to pick-up or discharge passengers.

**3.3.4.7 Vehicle and Equipment Operations:** During the performance of work required under this contract, the Contractor shall operate all Government-owned, Contractor-owned, and leased/rented vehicles in accordance with State, local and NRL regulations, as well as, manufacturer's recommendations. The COR shall be advised of any conflicting directions.

**3.3.4.8 Contractor-Owned or Leased/Rented Equipment:** At any time the Contractor operates Contractor-owned or leased/rented equipment at NRL, both the equipment and operators shall meet all of the requirements of the Department of Transportation Federal Motor Carrier Safety Regulations, and comply with the licensing requirements of state and local motor vehicle laws. In all cases, where the Contractor utilizes Contractor-owned or leased equipment throughout the entire period of this contract at NRL, all such equipment shall be marked as follows: Affixed to each door/side panel, shall be the full name of the Contractor's company and this contract number in block-style characters at least three inches in height, and of a color which provides a high visual contrast to the equipment color. Contractor may be required to lease/rent automotive type equipment and construction equipment to perform duties stated in the contract. The Contractor will be reimbursed for necessary lease/rental equipment when prior approval is obtained by the COR.

**3.3.4.9 Motor Vehicle Fuel Economy:** The Contractor shall operate Transportation Equipment in the most fuel efficient manner possible. The Contractor shall provide both initial contract start-up and continuing periodic instructions to his-employees in accordance with paragraph 3.7 and its subparagraphs of NAVFAC P-300, entitled "Guidelines for Achieving Motor Fuel Economy". Prolonged engine warm-up, engine idling while waiting, and the use of the air conditioner shall be kept to a minimum.

**3.3.4.10 Accident Reporting for Contractor-Operator Vehicles and Equipment:** In accordance with NRL Instruction 5102.1A (Accident Investigation and Reporting) or latest revision, the Contractor shall report (CDRL A011) any accident involving a Government-Owned Vehicle operated by the contractor's or Government's operators. The Contractor shall notify the COR and NRL Security within one (1) hour of being advised of accident. The Contractor shall provide a written statement to the COR regarding action taken to prevent accidents from happening in the future.

**3.3.5 MOTOR VEHICLE OPERATIONS SERVICES:** The Contractor shall provide services both on a scheduled and unscheduled basis in support of Government administrative operations as follows:

**3.3.5.1 Scheduled Services:** The Contractor shall provide the services of motor vehicle operators to perform the following requirements:

**3.3.5.1.1 Research and Development Services Division (RDSD) Service Desk Support Service:**

The Contractor shall provide one pick-up truck (identified in Government Furnished Equipment) and one (1) operator to support the RDSD Service Desk. This service will be used to transport personnel, material, and equipment to various work sites at the activity and field sites, in support of the activities maintenance and utilities functions, alteration and repair of buildings, and maintenance and repair of roads and grounds on a daily basis. RDSD Service Desk vehicle will be used to go off station to pickup/return supplies, parts, and equipment for service work to support the maintenance and utilities branch functions. The operator shall be capable of loading/unloading and securing transported material up to 50lb. Regular hours for this service shall be 6:30 a.m. to 3:00 p.m., Monday through Friday, except Government holidays. The above service shall also be required on an out-of-hours basis at the scheduled hourly rates. Out-of-hour services average approximately five (5) hours per month. The Contractor shall submit a detailed trip ticket (DD Form 1970) daily.

**3.3.5.1.2 Light and Medium Trucking Services:** The Contractor shall provide light and medium trucking services (up to 26,000 pounds GVWR) required in support of the activity using applicable trucks as required and identified in Government Furnished Equipment. This service will be used to transport material and equipment to and from various locations on and/or off the station. This service shall be available from 7:00 a.m. to 4:00 p.m., Monday through Friday, except holidays. The approximate number of man-hours required for these services are 320 per month. The above services shall also be required on an "out-of-hours" basis at the hourly rates scheduled. "Out-of-hours" services average 40 hours per month.

**3.3.5.1.3 Heavy Trucking Services:** The Contractor shall provide heavy trucking services, up to 150 miles from NRL, required in support of the activity. Such heavy trucking may consist of operation of tractors and semi-trailers, tractors and full trailers, trucks with dolly converters, and full trailers in excess of 24,000-pound GVWR. Included is transporting of heavy construction equipment and transporting of overweight and oversized loads. This service shall be available from 7:00 a.m. to 4:00 p.m., Monday through Friday, except holidays. The approximate number of man-hours for heavy trucking services during normal working hours is 4,000 per year. Additionally, the approximate amount of man-hours for

"out-of-hours" heavy trucking services is 2,000 per year. All services for heavy trucking involving equipment/material movement off-station shall be done in accordance with NRLINST 4600.1H (SHIPMENT OF MATERIAL AND EQUIPMENT).

**3.3.6 SPECIAL HAULING PERMITS:** The Contractor shall acquire special road hauling permits for dangerous or oversized cargo and for material transportation operations. The Government will provide assistance as necessary to obtain these permits. The Contractor shall notify the COR in each case. The above permits are required on the average of five times per year, and may be from the states of Maryland, Virginia or Washington, D.C.

**3.3.7 MAINTENANCE OF TRANSPORTATION EQUIPMENT:** The Contractor shall provide all supervision and personnel to provide scheduled maintenance and unscheduled (breakdown) maintenance services for vehicles and equipment listed in Enclosure No. II, in accordance with NAVFAC P-300, Management of Transportation Equipment. The Contractor shall provide all materials and repair/replacement parts including oils, lubricants, grease and other equipment fluids. All repairs shall be performed in accordance with manufacturer's manuals and NAVFAC P-300. The Contractor will be reimbursed for all material required for the above services. Necessary equipment to maintain and repair transportation equipment will be furnished by the Government listed in Government Furnished Equipment. Vehicles and equipment too large to be worked on in Government provided garage areas shall be repaired and maintained outside of the garage. Vehicles and equipment in enclosure III, part 1 shall be maintained at field sites, (Enclosure 5). The Contractor shall take all necessary precautions to prevent fuels, oils, lubricants or other hazardous materials from entering the storm drains. The Contractor shall be responsible for protecting all such vehicles and equipment from the effects of adverse weather elements and damage. In the event that any vehicle or equipment must be taken off station to a dealer/repair shop/inspection station, the Contractor shall provide two-way transportation for it. The Contractor shall also provide bicycle maintenance on an "as required" basis for about 200 bicycles; support is provided in the form of ordering parts, providing service, and maintenance. The Transportation Equipment Management Evaluation Summary (TEMES) shall be completed each month and submitted to the COR on 5-1/4" or 3-1/2" disk. The software shall be useable on a personal computer (IBM compatible) in accordance with CDRL A012.

**3.3.7.1 Operator's Inspection Guide and Trouble Report (NAVFAC Form 9-11240/13):** The Government will provide the Contractor with these forms. The Contractor shall ensure that each item of equipment is outfitted with a blank copy of this form at all times, including replacement of completed forms turned-in to the Contractor. The Operator's Inspection Guide and Trouble Report indicates those items which motor vehicles operator's are required to inspect before and after operation. This report (CDRL A013) shall be used to document and report deficiencies detected during inspection and operation. The Contractor shall schedule and accomplish subsequent services and corrective maintenance in, accordance with paragraph 4.10.2 of NAVFAC P-300, except that corrective action, if deferrable, shall not be deferred longer than 60 calendar days or the end of this contract, whichever is sooner.

**3.3.7.2 Customer Notification:** The Contractor shall provide a maintenance schedule in writing (CDRL A014) to each operator of each vehicle with the in shop due date and time for each preventive maintenance and safety inspection. Each operator or the COR will ensure that vehicles are delivered to building 36. The contractor will notify the customers when the vehicle may be picked up.

**3.3.7.3 Unscheduled Maintenance:** The Contractor shall perform unscheduled (breakdown) maintenance as required to restore vehicles and equipment to safe, effective, operational condition.

**3.3.7.4 Shop Repair Orders (SRO):** The Contractor shall prepare an SRO (NAVFAC Form 11200/3A) each time labor or materials are expended for the maintenance, repair, modernization, alteration, or improvement of any item of equipment. Both scheduled and unscheduled maintenance shall be documented on SRO forms by the Contractor. The Contractor shall prepare SRO's in accordance with NAVFAC P-300 (May 1997) section 4-1-27 paragraph b.

**3.3.7.5 SRO Processing and Submission:** The Contractor shall file completed white copies of SRO's in individual vehicle/equipment history jackets. The Contractor shall submit (CDRL A015) completed green copies of SRO's to the COR daily.

**3.3.7.6 Miscellaneous SRO File:** The Contractor shall maintain a consolidated miscellaneous file of completed SRO's for any equipment receiving service, and not indicated in Enclosure No. II. The Contractor shall submit (CDRL A015) completed green copies of the SRO to the COR daily.

**3.3.7.7 Out-of-service Equipment:** The Contractor shall keep and make available for inspection by the COR or Quality Assurance Evaluator (QAE) an up to date list (CDRL A016) at all times of all out-of-service equipment (any equipment that needs repair). The Contractor shall update the list within one (1) work hour after the equipment arrives at repair shop. The placing of equipment on this list is a Contractor responsibility. However, the COR or QAE has the authority to place any piece of equipment listed in Enclosure No. II, or any Contractor-furnished piece of equipment in an out-of-service status at any time for reasons of safety or needed essential maintenance and repair. Out-of-service equipment shall be kept together when waiting for repairs so they can be readily identified and evaluated.

**3.3.8 ACCEPTABLE MAINTENANCE SERVICES:** The Contractor's performance will be inspected and evaluated by the Government utilizing the following indications of acceptable performance:

**3.3.8.1 Scheduled Preventive Maintenance Services:** These shall be performed on all vehicles and equipment in Enclosure II, except special purpose trailers (IDQ), according to NAVFAC P-300 (May 1997). Normal replacement parts shall be available within one (1) hour. Replacement parts, if unavailable, shall be ordered within one (1) working day from the equipment out-of-service date. All regular preventive maintenance, repair services shall be started within four (4) hours after vehicle has been delivered as requested /scheduled, and continue each workday until completed. If for any reason the work cannot be started within four (4) hours, the Contractor shall notify the COR and the customer furnishing the reason for the delay.

**3.3.8.2 Unscheduled Maintenance Service:** Deficiencies shall be confirmed by Contractor's Lead Master Mechanic prior to accomplishment of required services. Repair and replacement parts shall be ordered within one (1) working day from the equipment out-of-service date. All repairs shall be started within three (3) working days from the out-of-service date, and continue each workday until completed.

**3.3.8.3 Specialized Vehicle Maximum Downtime:** Specialized vehicles shall include but not be limited to the following: tow truck, explosives transport trucks, compressed gas cylinder truck, and backhoe. When these vehicles are down due to scheduled or unscheduled maintenance, all repair and replacement parts shall be ordered within one (1) working day of the start of actual repairs, which shall be started within two (2) working days of the out-of-service date and continued each work day



until completed. If for any reason the repairs can not be started within two (2) working days, the Contractor shall notify the COR stating the reason for delay.

**3.3.8.4 Reliability of Maintenance:** The Contractor shall provide all maintenance and repair services to ensure safe and reliable operation of vehicles and equipment, with a minimum of further unscheduled maintenance for repeated repairs for the same deficiency. All vehicles must meet applicable state vehicle safety inspection requirements. All cases of such repeated repairs within the following equipment time frames shall be considered As rework:

(a) Automotive Vehicles: Ninety days or 4000 miles, whichever occurs first.

(b) Other Equipment: Ninety days or 50 operating hours, whichever occurs first.

The Contractor shall perform rework as an unscheduled repair with a priority of attention by the Contractor's forces to be exceeded in priority only by repairs to Security Vehicles, and to emergency equipment.

**3.3.8.5 Equipment Under Manufacturer's Warranty:** New equipment assigned to NRL may be covered by manufacturer's warranties. The Contractor shall coordinate the accomplishment of warranty work with the manufacturer's performing representative. This work shall be subject to paragraph 2.13 (Warranties and Deficiencies) NAVFAC P-300 (May 1997).

**3.3.8.6 Repair Limitations:** The Contractor shall be responsible for providing maintenance services in accordance with the following limitations and procedures:

**3.3.8.7 One-Time Repair Limits:** One-time repair limits are established at \$500.00 in repair and replacement materials cost for vehicles of one ton capacity or less, \$500.00 for forklifts and at \$1500.00 for all other vehicles. If an item repair estimate exceeds the one-time repair limit, the Contractor shall submit repair requirements, including a SRO estimate of all labor required, to the COR within one (1) day of out-of-service date.

**3.3.8.8 Tires Replacement:** The Contractor shall replace vehicle/equipment tires as required in accordance with paragraphs 4.1.10.7 of NAVFAC P-300 (May 1997) and Materials Handling Equipment Maintenance Manual NAVSUP Publication #538. A record shall be kept of the type, quantity and cost of all tires procured. All worn tires shall be delivered to the Supply Division.

**3.3.8.9 Asbestos brakes:** The Contractor shall not use asbestos containing brake pads unless prior approval is obtained from the COR. The Contractor shall provide asbestos awareness training to the employees. The Contractor shall provide exposure monitoring on brake jobs known or suspected to involve asbestos.

**3.3.8.10 Repair/Replacement Parts:** The Contractor shall provide motor vehicle and equipment repair parts equal in quality to replacement parts supplied by the original equipment manufacturer. Commercially purchased or Contractor rebuilt parts may be used if they equal or exceed the quality of the original parts. Used parts shall not be used; however, on an exception basis when other sources have been exhausted, used parts may be used with the COR's approval. The Contractor shall purchase parts from the most economical source readily available. The Contractor shall not store any parts that can be obtained within three (3) days without COR or QA approval. All lubricants used shall meet the requirements indicated in appendix M of NAVFAC P-300 (May 1997). The use of re-refined

motor oil shall be used for approved light-duty, gasoline engines. The contractor shall maintain a ChloroFlouroCarbon (CFC) log. (CDRL A017)

**3.3.9 VEHICLE AND EQUIPMENT CLEANLINESS:** The Contractor shall provide services to maintain Government furnished vehicles and equipment listed in Enclosure No. II, in a clean condition (exteriors and interiors). The Contractor shall use environmental safe washing detergent, directing wash water towards sanitary drains whenever possible. As a minimum, the following standards pertaining to vehicle/equipment cleanliness shall be observed.

**3.3.9.1 Passenger Cars, Busses, and Trucks:** Interiors of Class B shall be cleaned at regular scheduled maintenance. Interiors of Class C vehicles shall be maintained at all times. Interiors (floors and seats) shall be vacuumed, glass surfaces (windows and mirrors) cleaned, and all non-fabric surfaces (dash, instrument panel, steering wheel, door panels, vinyl seats) cleaned. Vacuumed surfaces shall be left free of all loose soil and debris. Glass surfaces shall be left free of streaks, fingerprints, smudges, dirt, foreign matter, and shall be wiped dry. Non-fabric surfaces shall present a uniformly clean appearance free from dirt, dust, stains, and foreign matter. The use of water to clean interiors shall only be used when approved by the COR or QA. Enclosed cargo areas (beds) and car trunks shall be swept/vacuumed free of soil and debris. Exteriors of Class B vehicles shall be washed and waxed at regular scheduled maintenance. Exteriors of Class C vehicles shall be maintained at all times, and waxed twice a year. All exterior surfaces shall be left free of mud, dirt, road tar, film, oil, bird droppings, bugs, watermarks, and other debris. Any area on the exterior that shows damage and exposes bare metal shall be sealed.

**3.3.9.2 Snow removal equipment:** Interiors and exteriors of snow removal equipment shall be cleaned and inspected for defects after each use. Repairs shall be started at once. All snow equipment shall be cleaned free of salt and be oiled/greased after each use.

**3.3.9.3 Explosive trucks:** Interiors, exteriors, engine compartments and under carriages shall be kept clean at all times.

**3.3.10 SOLID WASTE TRACKING:** The Contractor shall track the type, quantity and cost of all lubricating oils procured.

**3.3.10.1 Maintain documentation in compliance with Title V Clean Air Act:** The Contractor shall maintain Records and Equipment as required:(CDRL A018)

- (a) Gasoline Dispensing
- (b) Emergency generators
- (c) Parts Degreaser

**3.3.10.2 Authorized Use List (AUL) Material Safety Data Sheet (MSDS):** The Contractor shall ensure all chemical products used/procured have MSDS and are on the AUL. (CDRL A019) These documents shall be maintained on-site in alphabetical order by the first word of the product's name in a loose-leaf binder. Any addition to the AUL must be approved prior to procurement of the product. The Contractor shall provide an annual update when requested by the COR.

**3.3.11 REPLACEMENT VEHICLES AND EQUIPMENT:** The vehicles and equipment indicated in Enclosure No. 2 are subject to change (plus or minus 15 percent, throughout the contract duration) as

the Government receives replacement vehicles and as directed by the RDSD Officer of the Naval Research Laboratory. The Government reserves the right to replace in kind (type) of vehicle or equipment USN numbers set forth in Enclosure No. II, at no increase in cost.

**3.3.12 EQUIPMENT TURN-OVER TO CONTRACTOR:** All vehicles and equipment indicated in Enclosures No. II, Part 5 and III, Part 2 will be turned over to the Contractor as of the contract start date in an "as-is" condition for use in the provision of services in accordance with this contract.

**3.3.13 STATION SNOW/ICE EQUIPMENT:** The Contractor shall ensure that a minimum of four (4) snow plows, three (3) truck salt spreaders and four (4) sidewalk tractors (with either plow/sweeper/snow blower attachments) are ready and available for snow/ice removal operations by 01 November and each day through 31 March of each year. This shall include all required spare parts be readily available. Salt spreaders and plows shall be mounted on the trucks. The Contractor shall test all snow equipment weekly during the snow season, and after each use. All repairs shall start at once.

### **INDEFINITE QUANTITY WORK (IDQ) - TRANSPORTATION**

**Indefinite Quantity Work Schedule** The Contractor shall provide a schedule to the COR upon receipt of IDQ work advising of the time frame when work will be completed. In this schedule, the Contractor shall also include the estimated number of hours by labor category that will be required to complete the work ordered.

**3.3.14 UNSCHEDULED SERVICES:** The Contractor shall provide motor vehicle operators to perform the following requirements:

**3.3.14.1 Non-scheduled Bus Service:** Upon oral or written request from the COR, the Contractor shall provide non-scheduled bus (15/20/45 passenger coach type) service. The Government will give the Contractor one (1) working day of advance notice for non-scheduled bus services. The Contractor shall provide this service during normal working hours. Buses shall leave the location of the requester on time or no later than five (5) minutes after scheduled departure time. The Contractor shall provide the bus from Government furnished equipment or, when more than one bus is required, by rental from a commercial source. Unscheduled bus service requests average three (3) per month with a total of eight hours duration for each service. Approximately 300 man-hours per year for non-scheduled bus service is required. The Government will reimburse the Contractor for necessary leased/rented equipment, if approved prior to lease or rental by the COR.

**3.3.14.2 Tow Truck (wrecker) Service:** The Contractor shall provide vehicle/equipment recovery (wrecker service) in support of Government assigned equipment. Normal service shall be available five days per week during regular working hours. For service after regular hours the contractor shall provide a listing of qualified on-call tow truck operators together with their telephone numbers to the COR. The COR or the station Duty Officer will be authorized to request towing service after regular working hours. Response time during regular hours shall be thirty (30) minutes. Response time for out-of-hours shall be within 2 hours of COR's or station Duty Officer's call. Recovery of Government assigned equipment beyond the capability of Government-furnished tow trucks is the responsibility of the Contractor. In this case, it shall be the Contractor's responsibility to rent, lease, or subcontract as required to procure adequately sized and equipped tow truck(s) for the recovery of Government assigned equipment. The

Contractor shall be reimbursed by the Government for necessary leased or rented towing equipment, if approved prior to lease or rental by the COR. The following is provided as historical data: Five recoveries required each week during normal work hours and two per month after normal work hours. An average of four (4) recoveries per year is more than 50 miles from the NRL main site.

**3.3.15 UNSCHEDULED MAINTENANCE AND REPAIR OF SPECIAL PURPOSE AND OTHER EQUIPMENT:** The Contractor shall be required to provide unscheduled maintenance and repair services for the basic vehicular components of special purpose equipment such as research and electronics trailers indicated in Enclosure No. II. These services average 5 per month and approximately 16 hours per service.

**3.3.16 MAINTENANCE AND REPAIR OF GOVERNMENT TRANSIENT EQUIPMENT/VEHICLES:** In the event the COR requires work relating to maintenance/repair of transient equipment (Government owned equipment and vehicles not included in Enclosure No. II), the Contractor will be requested to provide an estimate of the desired work in accordance with the terms of this contract. The Contractor shall support the above estimates, as applicable, with a Shop Repair Order (SRO) for each effort indicating the estimated actions, labor, materials and related costs. The SRO shall be annotated "Estimate" and attached to the Contractor's proposal provided to COR. Approximately 100 labor hours per year will be required for this service.

**3.3.17 SNOW/ICE REMOVAL SERVICES:** When requested by the COR, the Contractor shall provide mechanic in support of out-of-hours snow and ice removal services as described in enclosure XIII. Approximately 500 labor hours will be required for this service.

**3.3.18 LIGHT/MEDIUM AND SERVICE TRUCK DRIVER OUT-OF-HOURS:** When requested by the COR the Contractor shall provide "out-of hours" driver service within the Washington Metropolitan Area. Approximately 540 labor hours per year will be required for this service.

**3.3.19 TAXI/ON BASE TOUR/LIGHT DELIVERY SERVICE OUT-OF-HOURS:** When requested by the COR, the Contractor shall provide out-of-hours driver services within the Washington Metropolitan Area. Approximately 1,200 labor hours per year will be required for this service.

**3.3.20 HEAVY TRUCK/ BUS (15/20/45 PASSENGER COACH) SERVICE OUT-OF HOURS:** When requested by the COR. the Contractor shall provide out-of-hours driver service within the Washington Metropolitan Area. Approximately 2,000 labor hours per year for this service.

## **GROUNDS MAINTENANCE SERVICES**

### **3.4 REQUIREMENTS FOR GROUNDS AND GROUNDS STRUCTURES MAINTENANCE AND REPAIR:**

The Contractor shall provide all labor, supplies, supervision, tools, materials, equipment, and transportation (except as furnished by the Government) necessary to provide Grounds Maintenance and Management Services in accordance with the requirements specified herein. The majority of tools, and equipment will be government provided. The contractor shall continually maintain all areas in a well-groomed and freshly manicured condition, utilizing accepted industry standards and practices, and materials where indicated. The services to be provided include:

- (a) Routine cleanup, policing, cutting, trimming and edging of all grassed areas and lawns
- (b) Maintenance of flower beds, shrub beds, tree beds and raised beds replacement/ installation of shrubs, bulbs, flowers, and trees
- (c) Leaf clean-up/removal, tree pruning, tree removal, sodding, seeding, soil analysis, fertilization, liming, thatching, aerating, irrigating, erosion control, and back-filling
- (d) Continuous routine maintenance and minor repairs to such ground structures as improved and unimproved roads; parking areas (potholes/seal cracks)
- (e) Heavy weather/Snow removal services
- (f) Bulk Trash, Recycle Material pickup. Building/room clean-up
- (g) Services necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdown of equipment, floods in buildings from roof leaks, overflowed rest room fixtures, sinks, sprinkler systems, water pipes and other utilities
- (h) Insect control, Fungus control
- (i) Cob Web removal
- (j) Automated record keeping on plants and grounds
- (k) Removal of all weeds and debris from fences, retaining walls, storm drainage ditches, window wells, catch basins, roofs and gutters
- (l) Other miscellaneous services as described herein

**3.4.1 DESCRIPTION OF FACILITIES AND AREAS:** Descriptions, including quantities of ground structures facilities and features, are indicated in Enclosure No. VI, which also indicates "Areas" that must be utilized in scheduling and accomplishing the requirements of paragraphs 3.4.1.1 through 3.4.32. Total grassed area to be cut is approximately 34 acres. This includes Annex Building 256 located at Bolling Air Force Base and grounds located around Building 1000.

**3.4.1.1 Grounds Maintenance Plan:** The Head Grounds Keeper shall develop an annual grounds maintenance schedule (CDRL A020) to include: bulbs, annual, fall, and winter plants will be installed/removed, plant mulching will be started/completed, lawn treatment (fertilize, lime, weed control, aerating), new grass replacement, and tree treatment (elms). The contractor shall submit this plan to the COR by the first (1) of March each year. The contractor shall also provide a proposed monthly grounds maintenance schedule, in accordance with CDRL A021, five (5) days prior to the start of each month and shall indicate the proposed date of the accomplishment of all services. The contractor shall comply with this schedule once it has been approved by the COR. In accordance with CDRL A022, the contractor shall provide a grounds summary to the COR on 5-1/4" or 3-1/2" diskette, the software used must be usable on an IBM compatible PC.

### **3.4.2 MAINTENANCE REQUIREMENTS:**

**3.4.2.1 Grass Cutting:** The Contractor shall maintain the grassed areas located on the Laboratory, as indicated in Enclosure No. VI (NRL station map), to a minimum height of 2 inches and a maximum height of 3-1/2 inches. Grass cutting must be accomplished in a manner such that it is free of scalping, rutting, bruising, and uneven and rough cutting. Grass clippings shall be uniformly distributed with no excess grass clumps, piles or rows. If any bare ground within the limits of an area included in this contract becomes vegetated with grass, weeds or other similar growth, through natural spread, i.e., not artificially planted, the contractor shall maintain it as part of the basic contract. Prior to cutting, the Contractor shall remove and dispose of all rubbish, debris, and trash which includes leaves, rocks, paper, and other portable objects within the maintenance area as well as, trash, papers and leaves lodged in shrubs, hedges, fences, and along foundation walls. Additionally, the contractor shall remove and dispose of any seedlings and saplings growing within the maintenance area. The Contractor shall dispose of all rubbish and debris, the same day of cutting, using the three (3) large roll-off dumpsters located on the Laboratory.

**3.4.2.2 Trimming:** In conjunction with grass cutting operations, the Contractor shall trim around trees, shrubs, cultivated areas, fences, poles, walls, buildings, sprinkler heads, lawn hydrants, fire hydrants, and other similar objects to match the height and appearance of the surrounding grassed area. Trimming must be accomplished in a manner such that it is free of scalping, rutting, bruising, and uneven and rough cutting. The contractor shall remove all vegetation that has grown, on or next to buildings. Subsequently, the contractor shall ensure that sidewalks and paved areas are cleaned that all cuttings and debris are disposed of using one of the three (3) large roll-off dumpsters located on the Laboratory.

**3.4.2.3 Edging:** In conjunction with grass cutting and trimming operations, the Contractor shall edge along all sidewalks, driveways, street edges, curbs, and other paved areas, as well as, those areas immediately adjacent to vertical objects such as buildings, walls, structures, fences, columns, posts, trees, guy wires and poles. Edging shall create a 1/2 inch wide and 1 inch deep clear zone immediately adjacent to the paved surface. Areas adjacent to vertical objects shall be edged to grass height cutting level (See paragraph 3.4.2.1). Edging shall be accomplished in a manner such that it is free of scalping, rutting, bruising, and uneven or rough cutting. Vegetation removal may be made by mechanical methods. Debris generated from vegetation removal operations which fall on or is thrown on walkways, parking lots, driveways, roadways, curbs, pavements and grassed areas, causing an unsightly appearance, shall be removed from the site the same day and disposed in the three (3) large roll-off dumpsters located on the Laboratory.

### 3.4.3 FLOWER BED/SHRUB BED/TREE BED MAINTENANCE:

(a) The Contractor shall maintain flower beds, shrub beds, and tree beds as specified below, subject to a plus or minus 15 percent variance. Square footage figures for the various beds are as follows:

|                         |                         |
|-------------------------|-------------------------|
| Flower beds:            | 20,582 sq.ft.           |
| Raised Planter boxes    | 3,352 sq.ft.            |
| Tree/Shrub Beds:        | 63,698 sq.ft.           |
| Flower pots/containers: | 150 ea. (1,050 sq. ft.) |

(b) The Contractor shall, in maintaining the above vegetation, ensure that the shrubs, shrub beds, tree beds, flower beds, and raised beds free from any and all visible weeds and/or debris. Weeds shall be removed so as not to damage any of the plant.

**3.4.3.1 Cultivation and Mulching of Shrubs, Hedges, and Flower Beds:** Cultivation includes removal of extraneous weeds. Cultivation must be extended a sufficient distance from bases of shrubs, trees, etc. to ensure their protection from damage by lawn mowers, and trimmer/edgers, and to provide proper care for the plants, but in no case less than 18 inches. Cultivation must be extended to a depth of 2 inches, without damaging the roots of the plants. Removal of grass, weeds, rocks, and debris removed during cultivation shall be considered part of cultivation. All edges shall be worked to a neat and true line. All timber, brick, concrete, aluminum, or plastic bed edging shall be realigned as needed. Existing mulch in bed areas such as wood bark chips, nuggets, etc., shall be well groomed after removal of weeds, rocks, etc. Additional mulch, same or similar type as existing, shall be provided and placed around all shrubs and flower beds as required to maintain a between three (3) and four inches deep. Shrubbery, trees, flower beds without existing mulch shall be mulched to a minimum depth of three inches and a maximum depth of four inches using the same or similar type of mulch that currently exists on the Laboratory.

**3.4.3.2 Plant and Replace Flowers:** The Contractor shall unearth flower bulbs, remove dead flowers and/or unwanted flowers from the flower beds and raised flower beds. The Contractor shall provide all plans, supervision, and labor to purchase and plant new bulbs (approximately 31,000), annual flowers (approximately 90,000) fall flowers (approximately 2,000) and winter plants (approximately 1,000) in beds, annually. The contractor shall maintain the flowers to include such tasks as watering and fertilizing. Plants that expire due to Contractors negligence, shall be replaced by the Contractor at no cost to the Government. The government will reimburse the contractor for the cost of flowers and associated supplies, if approved by the COR prior to purchase.

#### **3.4.3.3 Weed Control for Paved surfaces/Building Foundations:**

The contractor shall ensure that curbs, sidewalks, paved areas and building foundations are kept weed free. (Weed free means all visible weeds). Dead weeds in excess of 3" in height shall be removed from site within ten (10) days of treatment.

**3.4.3.3.1 Weed Control by Application of Herbicides or Growth Regulators:** The Contractor shall control undesired vegetation for the growing year. All materials proposed for use shall be in accordance with paragraph 3.5.1 through 3.5.5. The Contractor shall be licensed by the applicable state agency to provide vegetation control in the categories specified in this contract. All work shall be in accordance with federal, state, local, and installation laws and regulations. All tanks, hoses, pumps, control valves, and gauges shall be free of visible deterioration, shall not leak, and shall

operate at the manufacturer's recommended rates and pressures. Equipment, which has failed, shall be replaced and/or repaired by the Contractor prior to resuming operations. Extreme care shall be exercised to avoid entry of herbicides into drainage structures, streams, ditches and such.

**3.4.3.3.2 Control Methods for Weeds:** The Contractor shall utilize and apply residual sprays, dusts, granules, or approved herbicides or growth regulators to undesired vegetation for the purpose of controlling, eliminating, and limiting vegetation. Other methods may be utilized if agreed upon by the COR.

#### **3.4.3.3.3 Location, Size, Frequency**

(1) Along all fence lines (including perimeter, security, transformer enclosure, compound, housing and all other fences with the exception of the waterfront) at NRL as required. The Contractor shall apply an approved herbicide to be effective over a width of six (6) inches beyond both sides of all fences along their lengths.

(a) Size/Quantity: 32,430 linear feet (LF).

(2) Along the perimeter at the bases of buildings, structures, streets, parking lots, curbs, posts, poles, fireplugs, etc. at NRL as required. Military Housing (Quarters A & B) are excluded. The Contractor shall apply an approved herbicide, effective over a width of six (6) inches beyond the base of each facility serviced.

(a) Size/Quantity: 50,000 LF.

(3) The Contractor shall apply an approved selective herbicide to kill weeds in flowerbeds, shrub beds, and tree beds.

(a) Size/Quantity: Bed Type & Approximate Size (plus/minus 15%)

|                        |                         |
|------------------------|-------------------------|
| Flower                 | 20,582 sq. ft           |
| Raised flower beds     | 3,352 sq. ft.           |
| Tree & Shrub           | 63,698 sq. ft.          |
| Flower Pots/Containers | 150 ea. (1,050 sq. ft.) |

**3.4.3.3.4 Minimal Acceptable Level of Control:** Targeted vegetation growth shall be controlled in accordance with commercial standards.

#### **3.4.4 FERTILIZATION:**

(a) The contractor shall furnish and uniformly apply one (1) pound of actual nitrogen fertilizer, per 1000 sq. ft. of ground. The fertilizer shall be delivered to the site in the original, unopened containers bearing the manufacturer's chemical analysis, name, trade name, trademark, and indication of conformance to the state and federal laws. In lieu of containers, fertilizer may be furnished in bulk if accompanied by a certificate indicating the above information with each delivery.

(b) The Contractor shall furnish and uniformly apply the above, once between 01 April and 31 May each year. The Contractor shall apply a slow release type fertilizer to the required areas that best suits the type of soil which has been pre-determined with a soil analysis performed under paragraph 3.4.16. It shall be applied by means of a mechanical spreader, either powered or



manually operated. Spreading by hand shall be limited to tightly congested areas where spreading equipment cannot be operated. Fertilizer shall be applied only when grass blades are free of moisture. All fertilizing shall be accomplished during windless dry weather if possible. Ground cover plants and shrubbery beds shall be fertilized concurrently with lawn application, and at the same rates. The Contractor's monthly work schedule shall reflect planned fertilization dates. All sidewalks, driveways, and other traffic areas shall be swept clean of fertilizer immediately after application. Requests for this service average 100 hours per year.

**3.4.5 IRRIGATION:** Irrigation involves the artificial application of water to promote proper health, growth, color, and appearance of cultivated vegetation. Grassed areas, shrubs, trees, and ground cover plants, as well as all raised-bed and potted plants shall be irrigated in accordance with the following directions: Care shall be exercised by regulating the time and equipment to prevent wasting of water. Watering shall be accomplished in a manner that avoids erosion, run-off, or ponding due to excessive quantities or rate of application. The minimum amount of water to be applied to vegetated areas shall be one (1) inch of water per application with a maximum of two (2) inches per application. Irrigation operations shall be completed no later than 3:00 p.m. daily. The Government may place cups, gauges and other devices to measure watering by the Contractor as necessary. The Contractor shall not disturb or affect the functioning of these devices. The Contractor shall be held responsible for any damage to plants, lawns, or buildings caused by careless handling of irrigation equipment. Sprinklers shall not be set in such a position as to throw water into doorways, windows, porches, parked cars, parking areas, or to impede vehicular and/or pedestrian traffic. The Government will furnish water from the most convenient existing source of water. If a fire hydrant must be used for watering, clearance shall be obtained from the COR before use. The contractor shall furnish all other supplies. However, Government owned and permanently installed sprinkler systems may be used where available. Where such installed sprinkler system equipment does not cover the area adequately, the Contractor shall provide hoses and sprinklers to irrigate the entire area uniformly. Hoses, portable sprinklers, portable pipe and similar irrigation equipment shall be removed from lawn areas at the end of each workday or when not in use. All valves, covers and valve box covers shall be kept closed at all times except when in actual use.

**3.4.6 TREE AND SHRUB PRUNING:**

(a) Trees shall be pruned in accordance with the following guidelines to selectively remove unwanted growth and encourage trees to grow or respond in a desired manner. All tree pruning shall be accomplished under the supervision of a certified tree worker or arborist furnished by the Contractor, who is trained, experienced, and otherwise qualified in proper tree pruning techniques. Verification of such training, experience, and qualifications must be acceptable to the Contracting Officer's Representative (COR) prior to initiation of any tree pruning. Prior to starting work the Contractor shall propose a pruning plan for each tree for the approval of the COR. Trees shall be pruned according to their natural growth habit to evenly form and balance the tree, to promote proper health and growth, to respond to damage inflicted by natural or human causes, and to prevent interference with pedestrian and vehicular traffic. All clippings and debris shall be removed and disposed of off the activity the same working day. Pruning shall be done as follows:

- (1) Remove dead, damaged, or diseased wood, or structurally weak limbs that may cause a safety hazard.
- (2) Remove branches that extend over buildings and endanger roofs, eaves, and windows or hang within eight feet vertically of sidewalks, parking lots and driveways.
- (3) Provide clearance for buses, moving vans and similar vehicles along streets.

- (4) Cut back branches that overhang or grow into power lines. Anticipate the effects of wind on branches that might fall on power lines. Shape the entire tree rather than notch the top.
  - (5) Remove growth of small trees in front of windows, over entrance ways or walks and those that will obstruct vision at street intersections.
  - (6) Remove sprouts that grow from the trunk. Remove sprouts to the height of the first major lateral limb.
  - (7) Branch stubs shall not be allowed. All branches shall be pruned (removed) back to the next major limb or the tree trunk. Pruning cuts shall be performed in a manner that leaves the branch collar exposed (with no stub beyond the branch collar).
  - (8) Remove vines, tree sprouts or any other extraneous vegetative growth from under or on shrubbery.
  - (9) Prune or remove growth in front of windows, over entrance ways or walks, or where vision is obstructed at street intersections.
  - (10) Evenly form and balance the shrub, bush or plant in order to shape it accordingly to natural growth habits. The request for this service average 1500 hours per year.
- (b) Shrubs, hedges, and cultivated plants shall be pruned two times each year (April and October). All clippings and debris shall be removed from the site and disposed of off the activity the same day. Pruning shall be accomplished so as to:
- (1) Reduce the size and growth rate of each plant by clipping approximately 20% to 30% of the total surface area approximately three (3) to six (6) inches inside the normal "pruned surface". This interior clipping (20% to 30%) shall be uniformly distributed over the entire plant. This procedure shall be performed as a part of the normal pruning operation (when new growth is removed).
  - (2) Evenly form and balance the plant in order to shape it according to its natural growth habits. "Box" or "circular" shaping is not acceptable, except with the hedges. Hedges shall be sheared or pruning, as appropriate to maintain their established shape and appearance.
  - (3) Remove vines, tree sprouts, ground cover, or any other extraneous vegetative growth from under or on the plant.
  - (4) Prune or remove growth in front of windows, over entrance ways or walls, or where vision is obstructed at street intersections.

### **3.4.7 MAINTENANCE AND REPAIR OF IMPROVED ROADS AND PARKING AREAS AND**

**SIDEWALKS:** The Contractor shall maintain all surfaced roads, parking lots, and sidewalks in a usable condition, i.e., cleared, free of debris and safe for normal passage of personnel and vehicles. The Contractor shall conduct **daily** checks of roads, parking lots, and sidewalks for debris and remove it. The Contractor shall correct deficient conditions reported by the COR or QAE. The Contractor shall at the COR'S request hire a street sweeping company to sweep/vacuum/clean various streets and lots.

**3.4.7.1 Cleaning of Streets, Parking Lots, Drain Catch Basins, and Building Window Wells, Loading dock leveler pits, and Stairwells:** The Contractor shall furnish all labor and equipment to clear debris, sand, dirt, leaves, sticks, tree limbs, and paper from the streets, parking lots, drainage catch basins, strip drains, building window wells, dock leveler pits and stairwells as required to drain storm water and runoff, and prevent standing water and unsightly conditions. The Contractor shall implement all safety rules and provide all safety equipment/tools while performing these tasks. The Contractor shall dispose of collected debris, sand, etc. in accordance with state and local regulations. At NRL and the Annex Building 256 (located on Bolling Air Force Base) there are approximately 34,920 linear feet of street, 22,848 linear feet of sidewalks, and 926,372 square feet of parking lots subject to be cleaned. In addition, there are approximately 200 catch basins/street drains, 20 strip drains, 64 building window wells, 20 Loading dock lifts, and 20 stair wells that require cleaning. A "location list", listing the approximate locations of catch basins/street drains, strip drains, window Wells, Loading dock lifts, and stair wells is shown in Enclosure VIII. About 300 hours are used for this service each year.

**3.4.8 MAINTENANCE OF FENCES:** NRL has approximately 32,430 linear feet of fence with a height of 8 feet (includes north of 259). Most fences are galvanized chain-link types with outriggers, barbed wire and gates. The Contractor shall maintain fences, as necessary, to provide serviceable structures free of clinging vegetation such as vines, saplings, weeds, tall grass etc. up to a distance of one foot from the base on each side of the fence. The Contractor shall protect against soil erosion along base of fence that would permit entry of unauthorized persons or animals.

**3.4.9 POLICING OF GROUNDS:** The Contractor shall maintain all grassed areas, lawns, shrub beds, flower beds and tree beds, streets, parking lots, walkways, paved areas, pier, etc. free of trash and litter items (i.e., cups, bags, styrofoam items and plastic items). The Contractor shall also remove any discarded and abandoned items found in the above areas such as wood, pallets, pipes, and pieces of metal or foreign objects. The Contract Project Manager or representative shall conduct a minimum of two daily checks of areas, ensuring that trash, litter, and other debris are disposed of properly. The Contractor shall notify the COR for direction before removing any questionable items. The Contractor shall dispose of all trash and debris collected from the above work and dispose of it in any of the three (3) large roll-off dumpsters located on the Laboratory.

**3.4.9.1 Refuse Collection and Disposal:** The Contractor shall accomplish removal of refuse from various locations at NRL and the Annex Building 256. The Contractor shall establish regular pickup locations and shall provide extra pickups, as necessary. The Government will provide a vehicle for Contractor use in providing the service listed under this paragraph. Requests for these services average 2500 man-hours per year. The contractor shall train employees in refuse hazard awareness.

**3.4.9.2 Scheduled/Location Pickups:** The Contractor shall collect refuse from approximately 40 portable trash receptacles at various locations which are primarily used during the months of April through October. The Contractor shall assure that containers never exceed their capacity.

**3.4.9.3 Designated Locations Pickups:** The Contractor shall maintain refuse collection. This type of collection includes refuse at areas outside of building loading docks; refuse that is placed outside metal dumpsters throughout the facility that is too large to be placed inside the dumpsters; and general refuse accumulations on grounds, streets, and parking lots.

**3.4.10 LEAF CLEAN-UP:** The Contractor ensure that the grounds, which includes roadways, parking lots, paved areas, sidewalks, window wells, and stairwells, are kept free of all dead/dropped leaves. This service average 1100 hours per year.

**3.4.11 CLEAN TRASH AND DEBRIS FROM ROOFS, SCUPPERS AND GUTTERS:** The Contractor shall remove all trash, litter, leaves, sticks, tree branches, discarded boxes, pallets and debris from roofs (all levels, penthouse roofs, etc.), roof drain scuppers, and gutters, as applicable, from all buildings on a scheduled basis as listed in Enclosure No. IX. All gravel found in gutters shall be removed. The Contractor shall provide all necessary safety training to contract personnel for working on roofs and off ladders. The Contractor shall dispose of all trash, debris and gutter gravel, etc. collected from the above work and dispose of same in one of three (3) large roll-off dumpsters located on the Laboratory. These services average about 150 man-hours per year.

**3.4.12 SEMI-ANNUAL BASE CLEANUP:** The Contractor shall make a base wide cleanup. This work shall be done out of regular hours and will be conducted twice a year. The Contractor shall include a time slot for this in the monthly schedule that is provided to the COR in accordance with CDRL A021. These services average about 160 hours per year.

### **INDEFINITE QUANTITY WORK – GROUNDS MAINTENANCE**

**INDEFINITE QUANTITY WORK SCHEDULE** The Contractor shall provide a schedule to the COR upon receipt of IDQ work advising of the time frame when work will be completed. In this schedule, the Contractor shall also include the estimated number of hours by labor category that will be required to complete the work ordered.

**3.4.13 SHRUB REPLACEMENT:** The Contractor shall remove dead, damaged or diseased shrubs, and replace shrubs. If shrub is not to be replaced, the entire shrub shall be removed to 6 inches below ground line. Resulting cavities shall be filled with topsoil, compacted, re-graded, and sprigged with grass or otherwise finished to match the surrounding area. Care shall be taken not to damage existing surrounding shrubbery at the removal site. All cuttings and debris generated by the Contractor's operation shall be removed from the work site the same day. If shrub is to be replaced, the Contractor shall furnish and plant new nursery-grown shrubs. Plants shall meet the requirements of the American Standard of Nursery Stock as published by the American Association of Nurserymen, Inc. Shrubs shall be of same size and type as that replaced except limited to five gallon size.

All planting procedures shall be in accordance with accepted plant nursery standards. The Contractor shall be responsible for watering new shrubs sufficiently until growth is established. All plants that die or fail to develop noticeable growth shall be replaced by plants of like size and type by the Contractor, at no additional cost to the Government. These services average 250 hours per year.

**3.4.14 TREE REPLACEMENT:** The Contractor shall remove dead, damaged, diseased or undesirable trees as directed by the COR, including trees felled by weather or accident, such as damages created by hurricanes, storms, and tornadoes when requested by the COR. The stumps shall be removed to a depth of at least 6 inches below grade. The area shall be filled to grade with topsoil, properly compacted, and sprigged with grass or otherwise finished to match the existing area. All cuttings and debris generated by the Contractor's operation shall be removed from the work site the same day and disposed of properly.

All trees shall be nursery grown and shall bear certification indicating species, common name, and grade. Plants shall be healthy, living specimens which are considered to be number one grade stock. Planting procedures shall be in accordance with accepted nursery standards. The Contractor may invoice and payment will be made when initial planting is complete; however, the Contractor shall water and otherwise provide continuing care for new plants sufficiently to ensure proper development. All plants that die or fail to develop noticeable growth within one year of planting shall be replaced by plants of like size and type by the Contractor, at no additional cost to the Government. Requests for this service average 750 hours per year.

**3.4.15 GRASSING:** Bare and slightly eroded areas (areas which vary in size from 10 to 1,000 square feet and can be repaired with the placement of four (4) inches or less of topsoil shall be filled with topsoil to a minimum depth of two (2) inches, raked, fertilized, seeded, and watered to establish a healthy grassed covering. If existing in sufficient depth topsoil shall be scarified to a depth of one (1) to two (2) inches prior to application of fertilizer and seed. Fertilizer shall be uniformly applied at a rate of one (1) pound of actual nitrogen per 1,000 square feet. Seed shall be evenly distributed at the rate of four (4) pounds per 1000 square feet, and the area completely but lightly covered with straw mulch and watered. Grass seed types to be applied shall match that of existing or surrounding grassed areas. Grass seed shall be of high quality, containing less than 0.75 percent weed seed.

Matting or other suitable erosion control material shall be placed in steep terrain areas and along natural and man-made drainage ways. Establishment shall include watering and providing other continuing care as necessary to firmly establish new grass growth and ensure proper development. Grassed areas that die or fail to develop noticeable growth for a period of one year after seeding shall be re-grassed by the Contractor at no additional cost to the Government. Requests for grass seeding average 100 hours per year.

When directed by the COR, the Contractor shall perform slit seeding already grassed areas.

**3.4.16 SOIL ANALYSIS:** When ordered by the COR, the Contractor shall arrange for a soil analysis of all grassed areas to be done. This analysis will be used by the Government in determining what soil changes, if any, may be needed to improve the soil condition. The Contractor shall provide a written, detailed report (CDRL A023), reflecting the existing soil condition and what recommended action should be taken to correct any undesirable or deficient soil condition. This report shall be submitted to the COR within 30 calendar days of the initial order to provide soil analysis. These services average 12 times per year.

**3.4.17 SODDING:** The Contractor shall furnish and place sod (at areas indicated) when requested by the COR. Sod type shall be comparable to that of surrounding grassed area. Sod shall be dense, uniform, weed free, certified to be free of disease, insects, and nematodes, have minimum thatch, and good sod strength. It shall have soil depth of 0.5 to 1.25 inches. Sod shall not be allowed to become dry and when stacked it shall not be allowed to heat up above 100 degrees F. Soil shall be moist just prior to laying sod on well-graded surface free of vegetation and suitable for accepting the sod. Sod blocks shall be placed in rows butting each piece firmly against the last. Joints in successive rows shall be staggered. Immediately following placing, the sod shall be rolled to provide firm contact with soil. Cracks shall be filled with topsoil. As soon as this process is complete, sodded area shall be irrigated by uniform application of one half inch of water. No more than 60 minutes should elapse from the time sod is placed until it has been irrigated. Requests for this service average 200 hours per year.

**3.4.18 LIMING:** When ordered by the COR, the Contractor shall furnish and apply ground limestone to grassed and other soil areas at the rates pre-scribed by the COR. Requests for this service average 100 hours per year.

**3.4.19 AERATING:** When ordered by the COR, the Contractor shall provide all labor and equipment to aerate specified grassed areas. Lawn and/or grassy areas shall be aerated with the appropriate equipment that will produce minimum wide holes of 1 ½ inches in length and ½ inch in diameter and at maximum 4 inch on center. Large open turf areas may be aerated with equipment that does not produce cores. Generally, this service will be ordered in conjunction with other orders, such as fertilization and seeding requirements. Requests for this service average 100 hours per year.

**3.4.20 THATCHING:** When ordered by the COR, the Contractor shall provide all labor and equipment to remove thatch accumulation and buildup in specified grassed areas consistent with accepted industry standards and practices for the types of grass being serviced. Requests for this service average 100 hours per year.

**3.4.21 SPECIAL GROUNDS MAINTENANCE:** When requested by the COR, the Contractor shall provide special grounds maintenance (i.e., grass cutting, trimming, pruning, etc.) for VIP visits, maintaining Site C-4-95 located east of Building 222 (2 acres). These services average about 1500 hours per year.

(a) Unscheduled grounds maintenance includes a one time cutting, trimming, pruning, etc. of a specific area(s) when services are required between scheduled occurrences, or in grounds areas which may not be included in the fixed-price portion of the contract. Work shall be performed in accordance with the standards specified for each in the fixed-price portion of this Statement of Work.

**3.4.22 LAWN COLORING:** When directed by the COR, the Contractor shall perform lawn coloring. Lawn coloring shall be the application of a Vegetable based dye to enhance the appearance of a distressed turf area. The application shall present an even appearance free of dark spots and untreated turf. Surrounding walks, curbs, roads and structures shall be free of overspray. These services average approximately 20 hours per year.

**3.4.23 ORNAMENTAL PLANTS, FLOWERS, SHRUBS, GROUND AND TREE PEST CONTROL:** The Contractor shall provide control of bag worms, army worms, tent caterpillars, sod-web worms, spider mites, clover mites, lace bugs, Japanese beetles, aphids, and other similar type pests on all bedded ornamental plants, flowers, shrubs, and trees. The Contractor shall utilize approved pesticide sprays, dusts, granules, or baits and apply same using regular industry practices and methods to obtain the control required. Minimum control is defined as prevention or reduction or elimination of the pest population to a point where no damage is being done to the host plant(s). These services average approximately 50 hours per year.

**3.4.24 BITUMINOUS ASPHALT PAVEMENTS REPAIRS:** Wide cracks 1/8 inch or wider shall be sealed individually with a prepared joint sealer. Permissible sealers include those which meet Federal Specification SS-S-1401 or which are commonly used and accepted within the industry for the type of-pavement and service to which the pavement is subjected. Potholes and upheavals areas up to sixteen (16) square feet shall be repaired by removing the damaged area. The edges of the repaired areas shall be cut straight and vertical. Repair areas shall be primed with a liquid asphalt and patch material shall be placed, graded, and thoroughly compacted. These services average about 100 hours per year.

**3.4.25 UNSCHEDULED PICKUPS:** The Contractor shall pick up refuse at various locations on a per-call basis at the request of the COR. There are approximately fifteen (15) unscheduled pickups of this type daily. Such collections would include removing large items from any building (interior and

exterior) and grounds locations at NRL that would not be removed by custodians, such as packing crates, boxes, etc., and removing refuse and debris from RDSD repair projects. The Contractor shall dispose of all refuse collected in the three (3) large metal roll-off dumpsters located on the Laboratory.

**3.4.26 CEREMONIAL SET-UPS:** The Contractor shall provide all labor necessary for Naval Research Laboratory's (NRL) ceremonies and special occasions when requested by the COR. These services will entail providing laborers to perform tasks such as setting up and removing chairs, tables, decorations, podiums; setting up and assisting with NRL's Bloodmobile operations and other tasks required and specified by the COR. The Contractor shall maintain an inventory of at least 100 folding chairs and 25 tables (6 or 8 foot). Historically, these services average 500 hours per year.

**3.4.27 UNSCHEDULED PICKUPS OF RECYCLED MATERIAL:** The Contractor shall pickup contents from recycle containers/areas and transport to designated receptacles on NRL. These services may average 40 hours per year.

**3.4.28 OUT OF HOURS GROUNDS WORK:** When requested by the COR, the Contractor shall provide out of hours grounds work (i.e., sod placement, seeding, tree planting, flower planting). These services average about 750 hours per year.

**3.4.29 HEAVY WEATHER SERVICES:** The Contractor shall secure equipment and materials which may be damaged or which presents life/property safety hazards during anticipated heavy weather i.e., rain and wind storms, gales, hurricanes, and tornadoes. Examples of services to be performed are: clean out scuppers and drains on roofs; place miscellaneous loose items on roofs inside buildings; fill and place sand bags; and place exterior trash containers inside the nearest buildings (small containers only). Specific direction may be provided to the Contractor by the COR concerning potential hazard at the time heavy weather warnings are announced. These services average about 100 man-hours per year.

**3.4.30 SNOW/ICE REMOVAL:** When requested by the COR or QAE, the Contractor shall provide snow and/or ice removal service during regular working hours, as well as "out-of-hours", in accordance with their pre-approved snow plan. These services average about 3500 hours per year.

**3.4.31 PART TIME MANPOWER FOR SNOW/ICE REMOVAL:** When requested by the COR the contractor shall provide part time (non-regular) labors to support services described in Enclosure XIII. These services average about 2000 hours per year

**3.4.32 COB WEB REMOVAL:** When requested by the COR or QAE, the Contractor shall remove Cob Webs from such places as windows, entrances, lights, and stairways. Approximately forty (40) man-hours will be used each year.

**3.4.33 AREA CLEAN-OUT:** When Requested by the COR or QAE, the Contractor shall clean-out areas that have been vacated. These services average about 1,000 hours per year.

## **PEST CONTROL SERVICES**

### **3.5 REQUIREMENTS FOR PEST CONTROL SERVICES:**

The Contractor shall provide necessary personnel, materials and equipment, except otherwise specified to be furnished by the Government, to provide pest control services as described herein. The Contractor shall schedule and arrange work so as to cause the least interference with the normal occurrence of Government business and mission. In those cases where some interference is unavoidable, the contractor shall make every effort to minimize the impact. All required work schedules shall be submitted to and approved by the Contracting Officer's Representative (COR). In

no event, shall the Contractor change approved work schedules without the prior consent of the COR.

(a) **Scheduled Services.** Proposed schedules for each scheduled service, covering the entire term of the contract, shall be submitted to the COR for approval within fifteen (15) calendar days from the contract start date. Schedules shall indicate the week of the month that monthly or less frequent services shall be performed, and the day of the week that bi-weekly or more frequent services shall be performed. Approved schedules shall be strictly adhered to. Any proposed changes must be submitted to the COR for approval at least three (3) working days in advance. All scheduled services are included in the firm fixed-price portion of the contract.

(b) **Unscheduled Services.** Unscheduled services will be performed as service call work (firm fixed-price), as delineated in the technical specifications for each service. The Contractor shall provide adequate procedures for receiving and responding to service calls during regular working hours.

(1) **Service Call Work.** A service call in an unscheduled request for pest control services initiated by building occupants, or by designated Government representatives. All service call work is included in the firm fixed-price portion of the contract. The Government's work reception center will advise the Contractor by phone of all service call requests received and the classification of each call as either emergency or routine based on the definitions provided below. A description of the pest problem, date and time received, location, classification, and other appropriate information will be placed on a Service Call Work Authorization Form and a copy made available for pickup by the Contractor at the Government's work reception center. A copy of the work authorization form shall be returned to Government's work reception desk within 24 hours after the completion of the initial inspection and treatment for each service call.

(a) **Emergency Calls –** Service calls will be classified as emergency at the discretion of the COR. Generally, emergency calls will consist of obtaining control of pest which could affect the health or well being of personnel. The Contractor shall respond immediately and must be on site to provide an initial inspection and treatment within four (4) hours after receipt of an emergency call for household and nuisance pests. Immediate response for Emergency calls for the miscellaneous pests under paragraph 3.5.10 shall be within 60 minutes. No more than 10 percent of calls to the Contractor will be classified as emergency.

(b) **Routine Calls.** All non-emergency service calls will be classified by the COR as routine. The Contractor shall complete the initial inspection and treatment for each routine service call within 48 hours after receipt.

c. **Check In/Check Out and Notification Requirements.** (1) The Contractor's project manager shall check in prior to the commencement of each day's work, and check out at the completion of each day's work, at a site designated by the COR. At the time of check in/check out, the project manager shall indicate:

- ◆ The services planned to be provided during the day
- ◆ The location of the planned services
- ◆ Planned services which were not completed during the day
- ◆ Schedule of proposed follow-up treatments identified during the day



(2) **Building Monitors.** Within five days from the contract award date, the COR will provide the Contractor a list of building monitors for some of the facilities in which services will be provided. The Contractor shall notify in writing the building monitor, of any scheduled services to be performed in their building. All required monitor preparation actions shall be listed in the notification, which shall be provided four to seven calendar days in advance of the scheduled service date. Areas which have not been properly prepared shall not be treated, and the Contractor shall coordinate with the monitor as required until all preparations have been completed, at no additional cost to the Government.

**3.5.1 LICENSE AND PESTICIDE REQUIREMENTS:** The Contractor shall be licensed by the applicable State agency to provide pest control services specified in this contract. The Contractor shall procure, process, handle and apply all pesticides in strict accordance with the manufacturer's instructions and shall be registered with the Environmental Protection Agency (EPA) and applicable State Lead Agency for enforcement of Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). In addition, all pesticides must be approved by Northern Division, Naval Facilities Engineering Command (NAVFAC). **The mixing of pesticides is prohibited at the Naval Research Laboratory and field sites.**

**3.5.2 CONTRACTOR PERSONNEL:** The Contractor shall provide certified and trained personnel to accomplish the required services in a manner consistent with the highest professional standards of the pest control industry. Pesticide applications shall be made only by certified applicators. Supervisors must be certified in all areas of pest control services required under this contract and in accordance with State and Department of Defense regulations. If operations involve concurrent applications in more than one (1) EPA designated area, personnel certified in each area shall be present at the time such applications are made.

**3.5.3 PESTICIDES:** In accordance with CDRL A024, the Contractor shall submit data report on all pesticides to be used, for the written approval of the Contracting Officer's Representative (COR) five (5) days prior to the initiation of pesticides application. Data shall include a list of pesticides, manufacturer's instructions and intended use of each pesticide. Any change in pesticide usage shall require prior approval of the COR. All pesticide usage shall be in strict conformance with the manufacturer's directions. The Contractor shall maintain a record of all pesticides used which shall be made available for Government review, at all times. The Contractor shall provide a computer program indicating when, where, what type of pest and what type of pesticide used. This program shall be done on a personal computer (IBM compatible) (CDRL A025) and any apparent discrepancy between this Statement of Work and the pesticide instructions will be reported to the COR and will be resolved in favor of the manufacturer's instructions.

**3.5.4 PESTICIDE APPLICATION:** During preparation, application and/or disposal of pesticides, the Contractor shall comply with the following:

- (a) In accordance with the paragraph titled "Scheduled Services" above and CDRL A026, the Contractor shall submit to the COR a proposed schedule for each scheduled service, covering the entire term of the contract, not later than fifteen (15) days from the date of contract award. The Contractor shall also submit to the COR, a mini-schedule of locations for application and/or disposal of pesticides each day such work is planned. (CDRL A026)
- (b) Keep safety equipment and spill kit available at all times.

- (c) Ensure that equipment is attended while filling to prevent overflow.
- (d) Use backflow preventers on hoses when connected to water outlets in filling operations.
- (e) Inspect equipment (per manufacturer's instructions) and the work area during application to ensure proper and safe treatment.
- (f) Dispose of all pesticides and containers in accordance with COR's instructions. This will require the contractor to manifest the hazardous waste/hazardous material (HW/HM) and deliver to the on-station disposal site.

**3.5.5 INTEGRATED PEST MANAGEMENT:** Consistent with the requirements set forth in paragraph 3.5.4 and where appropriate, the Contractor shall use a variety of control methods in an effort to minimize hazards and achieve the most effective use of pesticides. The Contractor shall provide a written evaluation of the pest problem encountered to the COR for each pest call. The evaluation shall include, at a minimum, recommendations on how the pests can be eliminated by means other than pesticides and suspected source of the pest being controlled. The Contractor shall provide locations of traps and baits and results of monitoring to the COR for repeated problem areas for evaluation and treatment concentration efforts.

**3.5.5.1 Control Method Changes:** The Contractor shall recommend control method changes to the COR whenever:

- a. Newer, safer and more effective methods become available.
- b. More selective pesticides become available.
- c. Less toxic and less persistent pesticides become available.

### **3.5.6 SAFETY REQUIREMENTS:**

**3.5.6.1** The Contractor shall be responsible for proper cleaning, decontamination, and reporting pesticide spills as specified by the DOD Pesticide Spill Prevention and Management Manual TIM #15 and NRL Hazardous Substance Spill Contingency Plan NRL Instructions 6240.6B. All spills shall be reported immediately to the COR. All vehicles containing pesticides shall be equipped with a fire extinguisher, emergency wash water and spill and decontamination kit(s) as appropriate to contain the amount of pesticides carried.

**3.5.6.2** The Contractor shall only be permitted to store enough pesticides as required to perform each individual operation.

**3.5.6.3** The Contractor shall provide instructions to occupants on precautions to follow before, during and after each rendering service (i.e., "Do not enter areas for certain time limits, provide adequate ventilation, possibility of contaminating food or drink").

### **3.5.7 SPECIFIC FUNCTION REQUIREMENTS:**

The Contractor, when fulfilling the requirements of this contract, shall include the following components each time services are rendered:

- (1) A complete inspection of the site.
- (2) Pest identification, visible pest damage, or any potential for pest infestation.
- (3) Determine the extent of the pest problem.
- (4) Corrective action shall be taken as appropriate to control, prevent, or otherwise mitigate the pest(s). The Contractor shall use non-chemical techniques as the primary method of control. When pesticide use is necessary, the Contractor shall employ the least hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.
- (5) Evaluation of the effectiveness of the treatment, and corrective action taken until the specified levels of control are achieved.
- (6) In writing, advise building monitors, improvements necessary in sanitation, waste handling, and other measures beyond the Contractor's purview, which impact effective pest management.
- (7) Develop procedures for handling pesticides spills including reporting it and for providing for security on vehicles and equipment.
- (8) Develop recommendations for appropriate medical or veterinary treatment, other than pesticide applications, for humans or pets with pest problems.
- (9) Use Integrated Pest management controls. Provide monitoring of traps. Provide trap locations.
- (10) Develop and record on IBM compatible computer

### **3.5.8 HOUSEHOLD PEST CONTROL:**

**3.5.8.1 Unscheduled Pest Control Service:** The Contractor shall provide pest control services for the control of roaches, ants, silverfish, spiders, other arthropods, and rodents such as mice and rats on a per call basis.

**3.5.8.1.1 Control Methods:** The Contractor shall utilize **Integrated Pest Management methods** and regular industry practices by applying pesticides and/or other methods to obtain the control required. The building's occupants and/or mission may require the application of chemicals after 1500 hours. The Contractor shall remove any debris left by the pests (i.e., cob webs).

#### **3.5.8.1.2 Location and Frequency:**

- (1) Household pest control services calls will be ordered by the COR or QAE on an on-call basis.
- (2) The cafeterias and recreation club shall be regularly treated on the last Saturday of each month.

(3) All buildings and structures, included for household pest control services, are listed in Enclosure No. VI. Requests for this service average 50-60 per month.

(4) Pesticides that leave an odor or that may not be applied while area is occupied shall be done out-of-hours.

**3.5.8.1.3 Minimal Acceptable Level of Pest Control:** After initial treatment/service of the specified area(s), the Contractor shall maintain control of area(s) as follows:

(1) **Cockroaches:** Adult roaches are frequently controlled after one pesticide treatment; however, the emerging nymphs may require one (1) or two (2) follow up treatments over two (2) to three (3) month period. Catches in Contractor placed sticky traps shall be reduced to fewer than five (5) in a three (3) month period, if sticky traps are used.

(a) **Buildings Without Food Facilities and Warehouses:** Control shall be established within three (3) treatments and remain free of infestation for an additional 30 days.

(b) **Buildings With Food Facilities:** In non-food areas, control shall be established within three (3) treatments and remain free of infestation for an additional 30 days. In food preparation and dining facilities, control shall be established within three (3) months after treatment and maintained or improved thereafter. The Contractor shall report indications of poor sanitation practices to the COR. These services shall be performed "out-of-hours".

(2) **Other Household Arthropods:** Control level of no more than two (2) sightings shall be established within two (2) treatments and remain for an additional 30 days thereafter.

(3) **Rodents:** Rodent sightings or evidence of rodents (droppings, burrows, gnawing damage, etc.) shall require initiation of control measures within 24 hours. Control shall be achieved within 15 days. The Contractor shall continue to prevent re-infestation. In the event of re-infestation the Contractor shall inspect the building and notify the COR of suspected routes of entry.

**3.5.8.1.4 Response Time:** The Pest Controller shall upon notification by the COR, respond within four (4) hours for urgent service calls and within forty-eight (48) hours on regular service calls.

**3.5.9 NUISANCE PEST CONTROL:** Provide control of occasional invasion of nuisance pests to include birds, removal of bird nesting material, control of bees, wasps, removal of nests; control of ticks, fleas, crickets, etc. as ordered by the COR.

**3.5.9.1 Control Methods:** The Contractor shall utilize **Integrated Pest Management Methods** and/or regular industry practices by applying pesticides and/or other methods to obtain the control required.

**3.5.9.2 Location, Size, Frequency:** The locations at which such services shall be required may be any of the facilities at NRL. Historically, approximately 100 requests per year for this type pest control service have been required. Occasionally, laboratory facilities have also experienced pest invasion requiring treatment.

### **3.5.9.3 Minimal Acceptable Level of Control**

**(1) Arthropods Other Than Cockroaches:** Control shall be established within 30 day treatment period and shall remain for an additional 30 days thereafter.

**3.5.9.4 Termites:** When notified by the COR, the Contractor shall provide treatment for termite infestation as required to control termites utilizing regular industry practices.

**3.5.9.4.1 Annual Inspections:** The Contractor shall inspect all buildings at NRL and its field sites annually. The Contractor shall prepare a schedule for termite inspections and submit it to the COR, in accordance with CDRL A027.

**3.5.9.4.2 Annual Inspection Termite Report:** Within 15 calendar days of completion of the annual inspection of buildings for termites, the Contractor shall submit a report (CDRL A028) to the COR reflecting buildings and specific location (s) within buildings where evidence of termite infestation was found.

**3.5.9.4.3 Acceptable Level of Control:** Control must be established within 30 days after treatment.

### **3.5.10 OTHER MISCELLANEOUS PEST CONTROL:**

**3.5.10.1 Special Service:** The Contractor shall provide services consisting of immediate response to control live or dead pests other than those types of pests indicated in paragraph 3.5.9, including poisonous and nonpoisonous snakes, foxes, raccoons, skunks, stray cats and dogs, or other vertebrates.

**3.5.10.2 Control Methods:** The Contractor shall utilize regular industry practices to obtain the control required (i.e., traps, and snares). Dead pests/carcasses shall be removed as set forth in paragraph 3.5.12. Guns, pesticides, insecticides, or herbicides shall not be used to control live pests. Pests that the Contractor believes to be rabid or poisonous shall be terminated, if required to obtain desired control. The Contractor shall be responsible for removing any animal from N.R.L. following all local regulations. **No animals will be destroyed without prior approval of the COR or QAE.** The Contractor shall be capable of trapping or snaring small animals.

**3.5.10.3 Response time/Location and Frequency:** Location may be anywhere at NRL and its field sites. Estimated frequency is 50 problems per year. The Pest Controller shall be equipped and on site within one (1) hour.

### **3.5.10.4 Acceptable Level of Control**

**(1) Live poisonous snakes:** Death and removal of carcass in accordance with paragraph 3.5.12

**(2) Live nonpoisonous snakes:** Removal from location and release into acceptable forest area.

**(3) Live animal pests:** Removal from location. If removal cannot be accomplished in a safe manner or if the pest appears extremely violent or rabid, then the pest shall be destroyed.

Carcass removal shall be accomplished in accordance with paragraph 3.5.12 unless the COR specifically requests the carcass for a laboratory rabies check.

**3.5.10.5 Required Contractor Response Time:** The Contractor shall, upon notification by the Government, immediately respond to the reported location of the problem. On-scene response within 60 minutes will constitute acceptable immediate response. Once response has been made, the Contractor shall provide continuous service to obtain the desired level of control.

**3.5.11 CARCASS REMOVAL:** All dead or dying rodents and other animals whether resulting from pest control operations or otherwise, shall be removed from the installation and disposed of by the Contractor in accordance with local ordinances. Recovery and disposal shall be made within 24 hours after notification of the presence of dead or dying animals. In the event that noxious odors indicate the presence of dead rodents or other animals in inaccessible areas, the Contractor shall make every effort to locate and remove the carcass and apply effective deodorizer at the time of discovery or within four (4) hours after notification of such a condition, during normal duty hours. Requests for this service average 10-15 per year.

**3.5.12 RECORDS AND REPORTS:** The Contractor shall maintain, complete, and submit all such records and reports herein specified. Records shall also be maintained in accordance with District of Columbia Law.

**3.5.12.1** The Contractor shall maintain forms (DD 6250/2 and DD 6250/3) at NRL daily as operations are performed. All operations, both chemical and non-chemical, shall be recorded on the forms within 24 hours of completion of daily activities.

**3.5.12.2 DD 6250/2 and DD 6250/3:** The Contractor shall prepare and submit monthly summaries of performance (CDRL A029) to include dates of service(s) provided, hours utilized, locations) treated, and quantity(s) and method of application. The monthly summary shall be the DD 6250/2 and DD 6250/3 (true copies of the originals maintained by the Contractor under paragraph 3.15.1 above shall be submitted with the Contractor's monthly invoice to the COR).

**3.5.12.3 Inspection by Regulatory Agencies:** The Contractor shall notify the COR immediately by phone of any inspection visit by the agent (s) of any regulatory agency (other than OSHA) at any time, occurring on the installation. In no case shall inspectors be allowed to proceed with any inspection on the installation without proper identifications and authorization of the COR. The Contractor shall report, in writing, to the COR within 24 hours after the inspection: the name(s), identification, title(s) and number(s), agency(s) of the inspector(s) and the reasons for the visit. The Contractor shall also submit a copy of all reports issued to the Contractor and thereafter as further reports are received. If samples are obtained, the Contractor shall obtain like samples, signed by the Inspector as like samples, to be submitted to the COR with the written report.

### **INDEFINITE QUANTITY WORK – PEST CONTROL SERVICES**

**3.5.13 OFF-SITE SERVICES:** The Contractor shall provide services at the five (5) NRL field sites upon issuance of a work order. These services will be similar to all pest control services specified herein, such as: household pests, nuisance pests, miscellaneous pest control, carcass removal, and vegetation control. All "Minimum Acceptable Levels of Control", as required for on-site NRL

pest control work, shall apply. Orders for the above services average 50 hours per year. Enclosure No. V includes descriptions of the field sites.

#### **4.0 DELIVERABLES**

In addition to the deliverable items required in Sections 1-3 of this Statement of Work, the Contractor shall provide the following:

(1) In accordance with CDRL A030, the Contractor shall provide semi-monthly progress reports to the COR for review.

(2) In accordance with CDRL A031, the Contractor shall provide monthly summary reports of completed work orders. This report shall be submitted in conjunction with the Contractor's invoice.

(3) In accordance with CDRL A032, the Contractor shall submit its Standard Operating Procedures to the COR within ninety of the contract award.

(4) In accordance with CDRL A033 and SECTION H of the Solicitation - SPECIAL CONTRACT REQUIREMENTS, the Contractor shall submit a certified equipment inventory report, within 30 days of the contract award. Subsequently, the Contractor shall report any inventory discrepancies in the inventory report as they arise, submitting a revised inventory report annually during contract performance.

The contractor shall use the most current version of the following documents:

**TRANSPORTATION EQUIPMENT MANAGEMENT, OPERATIONS AND MAINTENANCE**

- (1) Maryland State Motor Vehicle Laws and Regulations.
- (2) NAVFAC P-300 (Management of Transportation Equipment).
- (3) NAVFAC P-306 (Testing and Licensing of Construction Equipment Operators).
- (4) NAVFAC MO-403 (Navy Driver's Handbook).
- (5) NAVFACINST 11200.12 (Current Edition).
- (6) Code of Federal Regulations (CFR) 29 CFR 1910 & 1925. (Located in NRL Safety Office in Bldg. 208, rm. 110.)
- (7) Occupational Safety and Health Standards 29 CFR 1926 (Located in NRL Safety Office in Bldg. 208, rm. 110.)
- (8) NRLINST 11320.1E (Fire Prevention and Protection Manual).
- (9) NRLINST 11200.1J (Administration, Operation and Utilization of Transportation Equipment).
- (10) NRLINST 11200.2F (Use of the National Capital Region/Department of the Navy Motor Pool (NCRDNMP)).
- (11) NRLINST 11200.3B (Motor Vehicle Operator Licensing).
- (12) NAVSEA OP- 2239 (Driver's Handbook Ammunition, Explosive, and Dangerous Articles).
- (13) NAVSEA OP-02165, Volume 1 (Navy Transportation Safety Handbook).
- (14) NAVSUPINST 10490.32 (Maintenance of MHE (Current Edition))
- (15) Regulations Implemented by Commanding Officer, Naval Research Laboratory.
- (16) Technical Manual Library of Equipment Manufacturers' Operation, Maintenance, and Repair Manuals, Located at the NRL Transportation Supervisor's Office, Building 36.
- (17) U.S. Department of Transportation, FRA, Motor Carrier Safety Regulation, Parts 200-999



**GROUPS MAINTENANCE**

- (18) NAVDOCK MO-100 (Maintenance of Grounds)
- (19) NAVDOCK MO-101 (Maintenance of Miscellaneous Ground Structures)
- (20) NAVDOCK MO-102 (Maintenance and Repair of Surfaced Areas)
- (21) NAVFAC MO-322 (Volume 2 - Inspection of Shore Facilities)
- (22) NAVFAC MO-404 (Snow Removal Manual)

**PEST CONTROL SERVICES**

- (23) OPNAV Instruction No. 6240.3F - Navy Environmental Protection Manual)
- (24) State of Maryland Pesticide Law, Title 15 MD. Department of Agriculture; Regulations Pertaining to the Pesticide Applicator's Law.
- (25) Public Law 91-190 (National Environmental Policy Act (NEPA)).
- (26) Public Law 92-516 (Federal Insecticide Fungicide and Rodenticide Act (FIFRA) as amended of 1972).
- (27) Public Law 93-205 (Endangered Species Act of 1973).
- (28) Public Law 94-580 (Resource Conservation and recovery Act (RCRA) of 1976).
- (29) Executive Order 11643, Environmental Safeguards, 8 February 1972.
- (30) Executive Order 11752, Prevention, Control, and Abatement of Environmental Pollution at Federal Installations, 17 December 1973.
- (31) Department of Defense Directive 4150.7 (Department of Defense Pest Management Program, 30 August 1978.
- (32) Department of Defense Technical Information Memorandum No. 14 (Protective Equipment for Pest Control Personnel, 1978)
- (33) Federal Aviation Regulation, Part 137 (Agricultural Aircraft Operations, 28 July 1978.
- (34) Armed Forces Pest Management Board Technical Information Manual (TIM) No.15. Pesticides Spill Prevention and Management.

**ENCLOSURE I**  
**PAGE 3**  
**APPLICABLE DOCUMENTS**

- (35) OPNAV Instruction 6240.3E of 5 July 1977 (Environmental Protection Manual, Chapter 9 - Pest Management.
- (36) NAVFAC Instruction 6250.3E & 6250,4A (Performance and Reporting of Pest Control Operations in the Naval Shore Establishment

**\*\* ALL DOCUMENTS LOCATED IN BLDG 57, RM 209 UNLESS OTHERWISE NOTED. All documents that are located here at the Laboratory may be reviewed by appointment only. Please contact Lisa Fleming using the information at Section G-1 of the Solicitation. Appointments will only be accepted during the first two (2) weeks from the date of issuance of the Solicitation.**

**SPECIAL PURPOSE VEHICLES**

| <b><u>USN#</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>MAKE</u></b> | <b><u>MODEL</u></b> | <b><u>YEAR</u></b> | <b><u>CODE<br/>ASSIGNED</u></b> |
|--------------------|---------------------------|--------------------|---------------------|--------------------|---------------------------------|
| 385519             | Trlr 7-1/2 Ton            | Texas Bragg        | 180TW               | 87                 | 3523                            |
| 385520             | Trlr 5 Ton                | Texas Bragg        | 180TW               | 87                 | 3523                            |
| 424207             | Trlr Boat                 | NACRA              | TRRJ09              | 87                 | 5523                            |
| 424512             | Trlr Boat                 | EZ Loader          | TEZP24              | 91                 | 5757                            |
| 91-06240           | Mobile Lab Camper         | Dodge              | M50                 | 78                 | 5723                            |
| 91-06281           | Mobile Lab Camper         | Dodge              | M50                 | 78                 | 6180                            |
| 91-07205           | Mobile Lab Camper         | Ford               | E350                | 87                 | 6183                            |
| 93-19447           | 1/2 Ton Elect             | Dodge              | B250                | 84                 | 5554                            |
| 94-04281           | 1 Ton Elect               | Dodge              | G30                 | 76                 | 5524                            |
| 94-04282           | 1 Ton Elect               | Ford               | E250                | 76                 | 4616                            |
| 94-07579           | 1/2 Ton Elect             | Ford               | E150                | 78                 | 4136                            |
| 94-09003           | Mobile Lab Camper         | Dodge              | 230-8               | 78                 | 4616                            |
| 94-11579           | Step Van (Exp)            | Chev               | CK30                | 79                 | 5714                            |
| 94-16395           | 1/2 Ton Elect             | Dodge              | B150                | 84                 | 8012                            |
| 94-23988           | 3/4 Ton Elect             | Dodge              | A10                 | 78                 | 8341                            |
| 94-24490           | 3/4 Ton Elect             | Dodge              | B250                | 86                 | 9110                            |
| 94-33950           | 3/4 Ton Elect             | Chev               | K5                  | 85                 | 8325                            |
| 94-34271           | Step Van Haz-Mat          | Chev               | P30                 | 88                 | 1246                            |
| 94-37455           | 3/4 Ton Elect             | Dodge              | B250                | 89                 | 9110                            |
| 94-43171           | Stake 1 Ton               | Chev               | CB314               | 89                 | 6316                            |
| 94-44911           | Step Van Haz-Mat          | GMC                | P30                 | 91                 | 1246                            |
| 94-47929           | 1 Ton Elect               | Dodge              | B350                | 91                 | 8213                            |
| 94-54192           | 1 Ton Elect               | AMC                | M1097               | 93                 | 8141                            |
| 94-54815           | 3/4 Ton Elect             | Ford               | F350                | 93                 | 5714                            |
| 94-56744           | 1 Ton Elect               | AMC                | M1097               | 94                 | 8142                            |
| 94-58020           | 1 Ton Elect               | Ford               | E350                | 95                 | 5733                            |
| 94-59697           | 1 Ton Elect               | Ford               | XLT714              | 95                 | 5710                            |
| 94-61652           | 1 Ton Elect               | Ford               | XLT714              | 97                 | 5733                            |
| 94-61653           | 1 Ton Elect               | Ford               | XLT714              | 97                 | 5733                            |
| 94-62911           | 1 Ton Elect               | AMC                | HMMWV               | 97                 | 8143                            |
| 94-71555           | Trk Elect                 | Ford               | Bronco              | 67                 | 9011                            |
| 94-89775           | 1/2 Ton Elect             | Chev               | G20                 | 73                 | 7221                            |
| 95-20160           | 2-1/2 Ton Elect           | Dodge              | D600                | 73                 | 8012                            |
| 95-24992           | Mobile Lab Camper         | Dodge              | M50                 | 76                 | 5572                            |
| 95-28017           | Trk Tractor               | KnIwth             | K100                | 87                 | 8112                            |
| 95-28225           | 2-1/2 Ton Elect           | IH                 | 4600                | 90                 | 8212                            |
| 95-29893           | 5 Ton Elect               | IH                 | 4700                | 98                 | 8144                            |
| 96-44717           | 5 Ton Elect               | Ford               | F800                | 91                 | 5723                            |
| 96-45024           | 5 Ton Elect               | Ford               | F700                | 92                 | 7423                            |
| 96-45484           | 5 Ton Elect               | GM                 | CH7042              | 94                 | 8142                            |
| 96-45676           | 5 Ton Elect               | Ford               | F800                | 94                 | 8142                            |

**ENCLOSURE II, Part 2**  
**PAGE 2**

|          |                   |             |           |    |      |
|----------|-------------------|-------------|-----------|----|------|
| 96-45769 | 5 Ton Elect       | Ford        | LT9000    | 94 | 5757 |
| 96-45950 | 5 Ton Elect       | GM          | CC7H042   | 94 | 8142 |
| 96-46287 | 5 Ton Elect       | Ford        | LN800     | 95 | 8143 |
| 96-46403 | 7 Ton Elect       | GM          | CC7H042   | 96 | 8142 |
| 97-11299 | Trlr 14 Ton Elect | ERCO        | 2F28A     | 55 | 9110 |
| 97-11948 | Trlr 1/4 Ton      | Sears       | A4203     | 56 | 8341 |
| 97-14629 | Trlr 14 Ton Elect | KY          | N/A       | 59 | 4271 |
| 97-15431 | Trlr 5-13 Ton     | Dorsey      | BF20      | 60 | 5710 |
| 97-15579 | Trlr 5-13 Ton     | Great Dane  | 290-2     | 60 |      |
| 97-15894 | Trlr 14 Ton Elect | Fruehauf    | 68140     | 60 | 8140 |
| 97-18363 | Trlr 5-13 Ton     | KYMEFG      | N/A       | 62 | 8212 |
| 97-18626 | Trlr Inst         | Watson      | D2700     | 63 | 6530 |
| 97-19539 | Trlr 14 Ton Elect | Kyman       | 33313     | 63 | 5552 |
| 97-28774 | Trlr 5-13 Ton     | PRITD       | 11510     | 68 | 5558 |
| 97-29900 | Trlr House        | Coastal     | M36       | 69 | 6184 |
| 97-30431 | Trlr 14 Ton Elect | Fruehauf    | 40F       | 62 | 6530 |
| 97-31038 | Trlr 14 Ton Elect | Fruehauf    | FG6F240   | 73 | 5140 |
| 97-31197 | Trlr Inst         | King        | 20KAK     | 60 | 5710 |
| 97-37669 | Trlr 5-13 Ton     | Dorsey      | DAL       |    | 4112 |
| 97-38014 | Trlr 5-13 Ton     | Penn-Style  | Car Mate  | 87 | 6532 |
| 97-38741 | Trlr Inst         | Arnes       | 20478     | 86 | 8212 |
| 97-38743 | Trlr House        | Omni        | 10DD515C1 | 87 | 8213 |
| 97-38820 | Trlr Tounge       | Bond        | 10001     | 85 | 3481 |
| 97-38954 | Trlr Antenna      | AFC Crosley | AX30      | 89 | 8142 |
| 97-38955 | Trlr Antenna      | AFC Crosley | AX30      | 89 | 8133 |
| 97-38974 | Trlr Boat         | Shoreline   | V-16-16G  | 89 | 5757 |
| 97-39107 | Trlr 1/2 Ton      | Performance | N/A       |    | 1246 |
| 97-39127 | Trlr Antenna      | Satellite   | FF40B     | 89 | 8133 |
| 97-39128 | Trlr Antenna      | Satellite   | DF40B     | 89 | 8133 |
| 97-39218 | Trlr 7-1/2 Ton    | Centreville | TA517     | 90 | 8106 |
| 97-39291 | Trlr Boat         | Haul-Rite   | FS24T     | 90 | 7251 |
| 97-39568 | Trlr Inst         | Arnes       | 20419     | 90 | 8212 |
| 97-39844 | Trlr Boat         | EZ Loader   | TEZB19    | 92 | 5750 |
| 97-39997 | Trlr Antenna      | Kalyn       | KPD56     | 91 | 8142 |
| 97-40118 | Trlr Antenna      | Contraves   | KINETO    | 93 | 5757 |
| 97-40349 | Trlr Boat         | Magic Tilt  | TMCV2022  | 94 | 7174 |
| 97-40885 | Trlr 1/4 Ton      | Pennstyle   | CM40BC    | 96 | 5740 |
| 97-40990 | Trlr Antenna      | Kalyn       | KDP26     | 94 | 8142 |
| 97-40991 | Trlr Antenna      | Kalyn       | KDP26     | 95 | 8142 |
| 97-41054 | Trlr Antenna      | Strict      | 7480FF    | 96 | 5714 |
| 97-41055 | Trlr Antenna      | Strict      | 4280FF    | 96 | 5763 |

**\*All Special Purpose Vehicles are Class 'B' Assignment**

CESE

| <u>USN#</u> | <u>DESCRIPTION</u> | <u>MAKE</u> | <u>MODEL</u> | <u>YEAR</u> | <u>CODE<br/>ASSIGNED</u> |
|-------------|--------------------|-------------|--------------|-------------|--------------------------|
| *73-02998   | Fire Trk           | Chev        | C65          | 73          | 3522                     |
| *76-00001   | Haz-Mat            | Pierce      | E6097        | 90          | NDW                      |
| 91-07456    | Bus (20 Pass)      | Blue Bird   | CPS1042      | 92          | 9011                     |
| 92-29615    | Sedan              | Ford        | LXP65        | 98          | 9011                     |
| *92-26251   | Sedan (Compact)    | Ford        | Tempo        | 90          | 3522                     |
| 93-22131    | Station Wagon      | Chry        | Reliant      | 86          | 9011                     |
| 93-23221    | Van (8 Pass Wndw)  | Chev        | G10          | 88          | 9011                     |
| *93-27017   | Van (15 Pass)      | Dodge       | B250         | 90          | 3522                     |
| 93-27030    | Van (15 Pass)      | Dodge       | B350         | 90          | 9011                     |
| *93-32051   | Van (8 Pass Wndw)  | Chry        | MPV110601    | 89          | 9011                     |
| 93-32057    | Van (15 Pass)      | Ford        | B350         | 96          | 9011                     |
| 93-32058    | Van (15 Pass)      | Ford        | B350         | 95          | 9011                     |
| *94-06796   | Van (Panel)        | Dodge       | B100         | 78          | 4794                     |
| 94-08049    | Van (Panel)        | Dodge       | B150         | 80          | 9011                     |
| 94-10022    | Van (Step 1 Ton)   | GMC         | F20          | 81          | 9011                     |
| *94-14205   | Van (Panel)        | Dodge       | B150         | 82          | 1005                     |
| 94-14207    | Van (Panel)        | Dodge       | B100         | 82          | 9011                     |
| *94-16739   | Van (Step 1 Ton)   | Chev        | P20          | 83          | 1226                     |
| *94-24491   | Van (Panel)        | Dodge       | B250         | 86          | 9011                     |
| 94-25665    | Van (8 Pass Wndw)  | Dodge       | B250         | 90          | 9011                     |
| *94-30858   | Pick up 1/2 Ton    | Dodge       | D100         | 78          | 3522                     |
| *94-31302   | Van (Panel)        | Chev        | G30          | 88          | 3451                     |
| *94-31350   | Van (Panel)        | Chev        | G30          | 88          | 3451                     |
| *94-31766   | Pick up 1 Ton      | Chev        | C20          | 87          | 3522                     |
| *94-33373   | Van (Panel)        | Chev        | G20          | 87          | 3522                     |
| *94-33375   | Van (Panel)        | Chev        | G20          | 87          | 1005                     |
| *94-33394   | Pick up 1/2 Ton    | Chev        | C10          | 88          | 3523                     |
| *94-36348   | Van (Step 1 Ton)   | Chev        |              | 88          | 3522                     |
| *94-36422   | Pick up 1/2 Ton    | Dodge       | D150         | 89          | 3523                     |
| *94-36423   | Pick up 1/2 Ton    | Dodge       | D150         | 89          | 6183                     |
| *94-41061   | Pick up 1/2 Ton    | Dodge       | D150         | 90          | 3523                     |
| *94-41215   | Van (Panel)        | Dodge       | B250         | 90          | 3523                     |
| *94-44953   | Pick up 1/2 Ton    | Dodge       | D150         | 90          | 3522                     |
| *94-44954   | Pick up 1/2 Ton    | Dodge       | D150         | 90          | 3451                     |
| 94-44955    | Pick up 1/2 Ton    | Dodge       | D150         | 90          | 9011                     |
| *94-47866   | Van (Panel)        | Dodge       | B350         | 92          | 3522                     |
| *94-50009   | Van (Step 1 Ton)   | Chev        | CP30         | 92          | 3451                     |
| 94-61422    | Pickup 3/4 Ton     | GMC         | 3500         | 96          | 9011                     |
| *94-62816   | Van (Panel)        | Dodge       | B2500        | 97          | 1005                     |
| *94-62817   | Van (Panel)        | Dodge       | B2500        | 97          | 1005                     |
| 94-62818    | Van (Panel)        | Dodge       | B2500        | 97          | 9011                     |

**ENCLOSURE II, Part 2**  
**PAGE 2**

|           |                   |       |        |    |      |
|-----------|-------------------|-------|--------|----|------|
| 94-62819  | Van (Panel)       | Dodge | B2500  | 97 | 9011 |
| *94-62820 | Van (Panel)       | Dodge | B2500  | 97 | 3451 |
| *94-62821 | Van (Panel)       | Dodge | B2500  | 88 | 3451 |
| *95-25979 | Stake 2-1/2 Ton   | IH    | S1654  | 87 | 3523 |
| *95-25997 | Stake 2-1/2 Ton   | IH    | S1624  | 85 | 3523 |
| *95-27545 | Stake 2-1/2 Ton   | IH    | S1600  | 88 | 3523 |
| 95-27546  | Van 2-1/2 Ton     | GMC   | 5000   | 88 | 9011 |
| *95-28626 | Stake 2-1/2 Ton   | Ford  | K600   | 91 | 3451 |
| *95-28769 | Stake 2-1/2 Ton   | Ford  | F700   | 92 | 3522 |
| *95-28770 | Stake 2-1/2 Ton   | Ford  | F700   | 92 | 3451 |
| 95-29264  | Stake 2-1/2 Ton   | Ford  | F800   | 95 | 9011 |
| 95-29348  | Dump 5 Ton        | Ford  | F800   | 95 | 3522 |
| 96-36915  | Wrecker 7-1/2 Ton | GMC   | 7000   | 79 | 9011 |
| 96-39036  | Dump 5 Ton        | IH    | S1754  | 84 | 9011 |
| *96-41911 | Stake 5 Ton       | GMC   | C6D042 | 88 | 3481 |
| *96-42512 | Dump 5 Ton        | IH    | S1754  | 88 | 3522 |
| 96-44422  | Trk Tractor       | Ford  | F800   | 91 | 9011 |
| *96-45324 | Stake 5 Ton       | Ford  | F700   | 94 | 3523 |
| *96-46629 | Stake 5 Ton       | IH    | 4700   | 97 | 3451 |

**\*Class 'B' Assignments**

**CESE CONSTRUCTION**

| <b><u>USN#</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>MAKE</u></b> | <b><u>MODEL</u></b> | <b><u>YEAR</u></b> | <b>CODE<br/><u>ASSIGNED</u></b> |
|--------------------|---------------------------|--------------------|---------------------|--------------------|---------------------------------|
| *354732            | Welder (Port)             | P&H                | WMG400              | 68                 | 3523N/A                         |
| *31-07504          | Air Compressor            | Sullair            | DPQ125              | 89                 | 3523                            |
| *31-07796          | Air Compressor            | IR                 | P250                | 87                 | 3522                            |
| *44-02853          | Grader                    | CAT                | M10D12              | 64                 | 8212                            |
| *45-03511          | Loader                    | Kubota             | B8200               | 86                 | 6184                            |
| *45-04063          | Loader                    | Bob-Cat            | 853C                | 95                 | 3523                            |
| *48-16633          | Tractor                   | JD                 | 301A                | 80                 | 3522                            |
| *48-16634          | Tractor                   | JD                 | 301A                | 80                 | 3522                            |
| *48-16943          | Tractor                   | Ford               | 340                 | 81                 | 8106                            |
| *48-17964          | B/Hoe-Loader              | JD                 | 310C                | 90                 | 3522                            |
| *48-17965          | B/Hoe-Loader              | JD                 | 310C                | 90                 | 3523                            |
| 51-14791           | Gen (Wheel-Port)          | Jetta Power        | D2300               | 68                 | 9011                            |
| *51-22936          | Gen (Wheel-Port)          | Onan               | DL415R              | 83                 | 5750                            |
| *51-23110          | Gen (Skid)                | Libby              | 806A                | 94                 | 3523                            |
| *51-23922          | Gen (Skid)                | Libby              | MEP805A             | 94                 | 5733                            |
| *51-23923          | Gen (Skid)                | Libby              | MEP805A             | 94                 | 3522                            |
| *51-24079          | Gen (Skid)                | Libby              | 806A                | 95                 | 8142                            |
| *51-76342          | Welder (Port)             | Hobart             | GR303               | 77                 | 3522                            |
| *51-77417          | Welder (Port)             | Miller             | D40                 | 90                 | 3523                            |
| 450835             | Welder (Port)             | Miller             | 225N2               | 98                 | 3523                            |
| 54-07642           | Sprayer (Pest)            | Hahn               | 3157                | 86                 | 9011                            |
| 57-04171           | Sweeper (Magnet)          | Empire             | 96R                 | 75                 | 9011                            |

**\*Class 'B' Assignments**

**CESE TRAILERS**

| <b><u>USN#</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>MAKE</u></b> | <b><u>CODE<br/>MODEL</u></b> | <b><u>YEAR</u></b> | <b><u>ASSIGNED</u></b> |
|--------------------|---------------------------|--------------------|------------------------------|--------------------|------------------------|
| 97-19479           | Trlr Low Bed              | Transport          | CSX20                        | 64                 | 9011                   |
| 97-31261           | Trlr Low Bed              | COPCO              | SF14                         | 75                 | 9011                   |
| 97-32679           | Trailer Stake             | COPCO              | SF1433                       | 75                 | 9011                   |
| 97-32916           | Trlr-Van Box              | Miller             | SFY330                       | 79                 | 9011                   |
| 97-33329           | Trlr Low Bed              | Load King          | 352LR                        | 79                 | 9011                   |
| 97-41534           | Trlr Van Box              | Lufkin             | TFV1PST                      | 98                 | 3481                   |



**CESE USED BY CONTRACTOR ONLY**

| <b><u>USN#</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>MAKE</u></b> | <b><u>MODEL</u></b> | <b><u>YEAR</u></b> | <b><u>CODE<br/>ASSIGNED</u></b> |
|--------------------|---------------------------|--------------------|---------------------|--------------------|---------------------------------|
| 11-04880           | Tow Mule                  | Harlan             | J40GHT              | 91                 | 9011                            |
| 54-07642           | Water Wagon               | Hahn               | 3157                | 86                 | 9011                            |
| 57-04171           | Magnet                    | Empire             | 96R                 | 75                 | 9011                            |
| 94-08049           | Van (Panel)               | Dodge              | B150                | 80                 | 9011                            |
| 94-10022           | Van (Step 1 Ton)          | GMC                |                     | 81                 | 9011                            |
| 94-14207           | Van (Panel)               | Dodge              | B100                | 82                 | 9011                            |

**UTILITY TRUCKS**

| <b><u>USN#</u></b> | <b><u>DESCRIPTION</u></b> | <b><u>MAKE</u></b> | <b><u>MODEL</u></b> | <b><u>YEAR</u></b> | <b><u>CODE<br/>ASSIGNED</u></b> |
|--------------------|---------------------------|--------------------|---------------------|--------------------|---------------------------------|
| 397640             | U/C Elect                 | Cushman            | C/A#2               | 90                 | 1221                            |
| 400756             | U/C Elect                 | TD                 | B210                | 90                 | 8110                            |
| 400759             | U/C Elect                 | TD                 | R680                | 90                 | 8130                            |
| 400777             | U/C Elect                 | Cushman            | 898-549             | 90                 | 6184                            |
| 403036             | U/C Elect                 | Cushman            | CAII                | 91                 | 1226                            |
| 403039             | U/C Elect                 | Cushman            | CAII                | 91                 | 1226                            |
| 406942             | U/C Elect                 | EZ-GO              | GXI800              | 91                 | 3523                            |
| 406943             | U/C Elect                 | EZ-GO              | GXI800              | 91                 | 3523                            |
| 406944             | U/C Elect                 | EZ-GO              | GXI800              | 91                 | 3523                            |
| 406945             | U/C Elect                 | EZ-GO              | GXI800              | 91                 | 3523                            |
| 406947             | U/C Elect                 | Cushman            | CAII                | 91                 | 1240                            |
| 406951             | U/C Elect                 | Cushman            | 898-458             | 91                 | 3523                            |
| 406952             | U/C Elect                 | Cushman            | 898-458             | 91                 | 3451                            |
| 406953             | U/C Elect                 | Cushman            | 898-458             | 91                 | 3451                            |
| 407115             | U/C Elect                 | Mitsubishi         | Mit                 | 93                 | 3522                            |
| 407116             | U/C Elect                 | Mitsubishi         | Mit                 | 93                 | 3522                            |
| 407117             | U/C Elect                 | Mitsubishi         | Mit                 | 93                 | 3522                            |
| 416220             | U/C Elect                 | Cushman            | GI369               | 92                 | 7423                            |
| 416221             | U/C Elect                 | Cushman            | 468                 | 92                 | 1223                            |
| 416222             | U/C Elect                 | Mitsubishi         | Mit                 | 92                 | 5592                            |
| 416227             | U/C Elect                 | Cushman            | 898-468             | 92                 | 8120                            |
| 419192             | U/C Elect                 | Cushman            | GI369               | 93                 | 3523                            |
| 419193             | U/C Elect                 | Cushman            | 898369              | 93                 | 3523                            |
| 419196             | U/C Elect                 | Cushman            | 898-582             | 93                 | 3523                            |
| 419206             | U/C Elect                 | Mitsubishi         | Mit                 | 93                 | 5592                            |
| 419240             | U/C Elect                 | Cushman            | 898370              | 93                 | 8150                            |
| 424505             | U/C Elect                 | Mitsubishi         | W74                 | 94                 | 3540                            |
| 431726             | U/C Elect                 | Mitsubishi         | U14T0HP             | 94                 | 8142                            |
| 431732             | U/C Elect                 | Mitsubishi         | SH270               | 94                 | 8013                            |
| 431733             | U/C Elect                 | Mitsubishi         | U14T0HP             | 94                 | 8142                            |
| 437626             | U/C Elect                 | Mitsubishi         | SH270               | 95                 | 8241                            |
| 437628             | U/C Elect                 | Mitsubishi         | SH27T               | 95                 | 7202                            |
| 438349             | U/C Elect                 | EZ-GO              | 659859              | 91                 | 8140                            |
| 442980             | U/C Elect                 | Daihatsu           | 80LP                | 94                 | 8211                            |
| 442991             | U/C Elect                 | Cushman            | UTV689              | 96                 |                                 |
| 448902             | U/C Elect                 | Cushman            | UTV669              | 96                 | 8130                            |
| 448909             | U/C Elect                 | Cushman            | 898611              | 97                 | 3523                            |
| 448910             | U/C Elect                 | Cushman            |                     | 97                 | 3523                            |
| 448911             | U/C Elect                 | Cushman            | 898669              | 97                 | 8101                            |
| 448913             | U/C Elect                 | Cushman            | CAII                | 97                 | 1240                            |
| 448922             | U/C Elect                 | Cushman            | 612                 | 97                 | 3540                            |
| 450685             | U/C Elect                 | Cushman            | 611                 | 97                 | 3523                            |

**ENCLOSURE II, Part 6**  
**PAGE 2**

|          |           |         |          |    |      |
|----------|-----------|---------|----------|----|------|
| 450686   | U/C Elect | T/D     | 6150     | 97 | 1430 |
| 450687   | U/C Elect | Cushman | 614      | 98 | 8120 |
| 450692   | U/C Elect | Cushman | UTV670   | 98 | 8134 |
| 451175   | U/C Elect | Cushman | 898611   | 98 | 8130 |
| 451243   | U/Elect   | Cushman | 614      | 98 | 8204 |
| 94-21626 | U/C Elect | Lin     | 898452   | 86 | 1215 |
| 94-25837 | U/C Elect | Cushman | 898452   | 87 | 3523 |
| 94-25840 | U/C Elect | Cushman | 898452   | 90 | 5252 |
| 94-31012 | U/C Elect | T/D     | B248     | 86 | 1226 |
| 94-31013 | U/C Elect | Cushman | Club Car | 85 | 1226 |
| 94-31014 | U/C Elect | Cushman | Club Car | 85 | 1226 |
| 94-31015 | U/C Elect | Noland  | Bell Hop | 86 | 5744 |
| 94-31016 | U/C Elect | Noland  | Bell Hop | 86 | 5744 |
| 94-31017 | U/C Elect | Noland  | Bell Hop | 86 | 5744 |
| 94-39448 | U/C Elect | Cushman | 33688    | 88 | 9110 |
| 94-39449 | U/C Elect | Lin     | 33688    | 88 | 9110 |
| 94-39450 | U/C Elect | Lin     | 33688    | 88 | 9110 |
| 94-39835 | U/C Elect | Lin     | 34288    | 88 | 9110 |
| 94-39836 | U/C Elect | Lin     | 34288    | 88 | 9110 |
| 94-39838 | U/C Elect | T/D     | B610     | 88 | 8010 |
| 94-40020 | U/C Elect | T/D     | R680     | 88 | 3523 |
| 94-41179 | U/C Elect | Lin     | 398336   | 88 | 8202 |
| 94-41180 | U/C Elect | Lin     | 898336   | 88 | 8202 |
| 94-42616 | U/C Elect | Cushman | 898459   | 89 | 8212 |
| 94-42617 | U/C Elect | Cushman | 898459   | 89 | 8212 |
| 94-42618 | U/C Elect | Cushman | 898459   | 89 | 8212 |
| 94-44994 | U/C Elect | TD      | B210     | 90 | 8233 |

**\*\* All utility trucks are class 'B' assignment.**

**GOVERNMENT FURNISHED VEHICLES AND EQUIPMENT  
MATERIALS HANDLING EQUIPMENT**

| <u>USN#</u> | <u>DESCRIPTION</u> | <u>MAKE</u>   | <u>MODEL</u> | <u>YEAR</u> | <u>CODE<br/>ASSIGNED</u> |
|-------------|--------------------|---------------|--------------|-------------|--------------------------|
| 424506      | Snorkel Lift       | Snorkel Lift  | TBA42R       | 94          | 3523                     |
| 11-04880    | Tow Mule           | Harlan        | J40GHT       | 91          | 9011                     |
| 11-54078    | Tow Mule           | United        | G40C         | 72          | 8212                     |
| 11-54079    | Tow Mule           | Harlan        | GHTKS4C      | 92          | 3523                     |
| 12-06015    | Trk Crane          | Elwell Parker | CX433        | 72          | 8212                     |
| 12-06016    | Trk Crane          | Karkarne      | AZA2H        | 71          | 8212                     |
| 12-06017    | Trk Crane          | Karkarne      | ZA2H         | 71          | 8212                     |
| 13-16938    | Fork Lift 4-6000lb | Hyster        | H60XL        | 86          | 3451                     |
| 13-16959    | Fork Lift 4-6000lb | Hyster        | 340XL        | 86          | Key West                 |
| 13-17388    | Fork Lift 4-6000lb | Mitsubishi    | FG25         | 88          | 3522                     |
| 13-17389    | Fork Lift 4-6000lb | Pettibone     | 401GP        | 85          | ONR                      |
| 13-17468    | Fork Lift 8-15 Ton | CAT           | V80E         | 86          | 3523                     |
| 13-18173    | Fork Lift 4-6000lb | A/C           | ACE70        | 81          | 7202                     |
| 13-19996    | Fork Lift Reach    | Pettibone     | 5528         | 96          | 8142                     |
| 13-28410    | Fork Lift 4-6000lb | Mitsubishi    | FG25         | 88          | 1246                     |
| 13-28411    | Fork Lift 2-4000lb | Yale          | NE030        | 88          | 1246                     |
| 13-28412    | Fork Lift Elect    | Yale          | E068EE       | 87          | 6793                     |
| 13-32082    | Fork Lift Elect    | A/C           | ED500        | 74          | 8212                     |
| 13-32083    | Fork Lift Elect    | Big Joe       | 20-130       | 74          | 7423                     |
| 13-39789    | Fork Lift 4-6000lb | Yale          | 6P060        | 97          | 8142                     |
| 13-41267    | Fork Lift 4-6000lb | Hyster        | E60XL        | 92          | 3451                     |
| 13-44121    | Fork Lift 4-6000lb | Clark         | C5Y155       | 80          | 3541                     |
| 13-61734    | Fork Lift 2-4000lb | Yale          | 2455         | 88          | 6301                     |
| 13-63387    | Fork Lift 4-6000lb | Mitsubishi    | FG25         | 88          | 8212                     |
| 13-63391    | Fork Lift 4-6000lb | Hyster        | 340XL        | 87          | 4751                     |
| 13-63394    | Fork Lift 4-6000lb | Wiggins       | W156Y        | 91          | 3451                     |
| 13-63398    | Fork Lift Elect    | Yale          | E068EE       | 87          | 9110                     |
| 13-65051    | Fork Lift Elect    | Yale          | E068EE       | 87          | 3463                     |
| 13-77614    | Fork Lift 4-6000lb | Hyster        | F40XL        | 83          | 8341                     |
| 13-78764    | Fork Lift 4-6000lb | Hyster        | H60XL        | 90          | 3554                     |
| 13-78765    | Fork Lift 4-6000lb | Hyster        | H60XL        | 90          | 3523                     |
| 13-80294    | Fork Lift 4-6000lb | Hyster        | 860XLM       | 94          | 3523                     |
| 13-81676    | Fork Lift 4-6000lb | Clark         | EC500        | 89          | 8212                     |
| 13-85767    | Fork Lift 4-6000lb | Hyster        | H60XL        | 87          | 3451                     |
| 13-85768    | Fork Lift 4-6000lb | Hyster        | H150         | 86          | 3522                     |
| 13-85769    | Fork Lift 4-6000lb | Mitsubishi    | FG25         | 88          | 5110                     |

**ENCLOSURE II, Part 7**  
**PAGE 2**

|          |                     |            |         |    |      |
|----------|---------------------|------------|---------|----|------|
| 13-85770 | Fork Lift 4-6000lb  | Mitsubishi | FG25    | 88 | 3451 |
| 13-85771 | Fork Lift 4-6000lb  | Mitsubishi | FG25    | 88 | 3533 |
| 13-87924 | Fork Lift Reach     | Sellick    | MR937   | 95 | 3523 |
| 13-92483 | Fork Lift Elect     | Hyster     | E40XL   | 89 | 8212 |
| 13-98688 | Fork Lift 4-6000lb. | Baker      | FJT-040 | 88 | 8212 |
| 13-99229 | Fork Lift 4-6000lb. | Hyster     | E60XLG  | 90 | 3451 |
| 13-99230 | Fork Lift 4-6000lb. | Hyster     | 360XLG  | 90 | 3451 |

**GENERATORS: PLANT INSTALLED EQUIPMENT MAINTAINED ON A SEMI-ANNUAL BASIS**

| <u>SERIAL#</u> | <u>BLDG/<br/>LOCATION</u> | <u>FUEL<br/>TANK<br/>SIZE</u> | <u>SVC OR<br/>FUEL/BOTH</u> | <u>TYPE</u> | <u>MODEL</u>  |
|----------------|---------------------------|-------------------------------|-----------------------------|-------------|---------------|
| 254DF6005      | BL PT                     | N/A                           | SVC ONLY                    | ONAN        | A5030D        |
| N/A            | 5/MD PT                   | N/A                           | SVC ONLY                    | CUNN/ONAN   | B5DFB30R0Z281 |
| 241729         | 12B/NRL                   | 100G                          | BOTH                        | KOHLER      | 30DZC4R8/1E   |
| 8770210416     | 26/NRL                    | 30G                           | BOTH                        | ONAN        | 600JB-30R/270 |
| 2033942        | 72/NRL                    | 500G                          | BOTH                        | GENEVAC     | 97A01520-S    |
| 680FDC3053AFW  | 149/NRL                   | 500G                          | BOTH                        | CUMMING     |               |
| 88313E33538    | 256/BAFB                  | 500G                          | BOTH                        | WHITE       | ZT522F-7C/DEH |
| LLRTV          |                           |                               |                             |             |               |
| 1335118        | 215/NRL                   | 1000G                         | BOTH                        | KATLIGHT    | D110FRH4      |
| 229980         | 208/NRL                   | 100G                          | BOTH                        | KOHLER      | 3OR0271       |
| K790467339     | 53/NRL                    | 30G                           | BOTH                        | ONAN        | JC4R9172 AC   |
| N/A            | 8/NRL                     | N/A                           | SVC ONLY                    | ONAN        | 80            |
| *N/A           | N/A                       | N/A                           | SVC ONLY                    | JETTA PDW   | D2300         |
| *N/A           | N/A                       | N/A                           | SVC ONLY                    | FERMONT     | MEP0006AA     |
| *N/A           | 43/NRL                    | 100G                          | BOTH                        | OLYMPIAN    | CD94A01141-S  |
| 2007779        | 30/NRL                    | 200G                          | BOTH                        | GENERAC     | 93A02358S     |
| 2013593        | 34/NRL                    | 80G                           | BOTH                        | OLYMPIAN    | 94A02829-S    |
| 4ZK01455       | 56/NRL                    | 80G                           | BOTH                        | OLYMPIAN    | OD180BYYC     |
| 6PA00929       | 210/NRL                   | 12000G                        | BOTH                        | CATERPILLER | SR43512       |
| 7C1622         | 210/NRL                   | 12000G                        | BOTH                        | CATERPILLER | SR43512       |
| 275755         | A11/NRL                   | 200G                          | BOTH                        | KOHLER      | RO2J71        |
| 830670711      | 210/NRL                   | N/A                           | SVC ONLY                    | ONAN        | 20.0 DL415R   |
| TL3429091-02   | 53/NRL                    | 100G                          | BOTH                        | GENERAC     | 56A440FDR8017 |
| SN273688       | 3/NRL                     | 100G                          | BOTH                        | KOHLER      | 30KW          |
| N/A            | 259/NRL                   | 1000G                         | FUEL ONLY                   | CUMMINS75   | N/A           |
| N/A            | 259/NRL                   | 1000G                         | FUEL ONLY                   | CUMMINS75   | N/A           |
| 818649         | 57/NRL                    | N/A                           | BOTH                        | GENERAC     | 1564-2        |
| *97-39107      | TRAILER                   |                               |                             |             |               |
| 275755         | A12/NRL                   | 200G                          | BOTH                        | ONAN        | 150ROZJ701    |
| 406955         | A69/NRL                   | 85G                           | BOTH                        | GENERAC     | 91A029015     |
| 282909         | 97/NRL                    | 250G                          | BOTH                        | KOHLER      | 100ROZ571     |

**\* ON MASTER INVENTORY**

**VEHICLES/EQUIPMENT LOCATED OFF-SITE TO BE MAINTAINED**

| <u>USN#</u> | <u>LOCATION</u> |
|-------------|-----------------|
| 92-26251    | CBD             |
| 94-44953    | CBD             |
| 94-30858    | CBD             |
| 94-06797    | CBD             |
| 94-06796    | BOLLING AFB     |
| GEN B256    | BOLLING AFB     |
| 94-33373    | CBD             |
| 94-47866    | CBD             |
| 93-27017    | CBD             |
| 94-31766    | CBD             |
| 94-36348    | CBD             |
| 95-28769    | CBD             |
| 96-42512    | CBD             |
| 91-06281    | CBD             |
| 94-23988    | MRC QUANTICO    |
| 94-33950    | POMONKEY        |
| 94-01470    | CBD             |
| 12-06016    | FORRESTVILLE    |
| 12-06017    | FORRESTVILLE    |
| 12-06015    | FORRESTVILLE    |
| 13-17388    | CBD             |
| 13-77614    | MRC QUANTICO    |
| 13-85768    | CBD             |
| 13-39789    | BLOSSOM POINT   |
| GENERATOR   | BLOSSOM POINT   |
| 13-17389    | ONR ARLINGTON   |
| 31-07796    | CBD             |
| 45-03511    | CBD             |
| 45-15775    | CBD             |
| 51-76342    | CBD             |
| 48-16633    | CBD             |
| 48-16634    | CBD             |
| 48-16943    | POMONKEY MD     |
| 48-17964    | CBD             |
| 73-02484    | CBD             |
| GENERATOR   | MD POINT        |

## Inventory

### CODE 9011 INVENTORY OF HAND RECEIPTED ITEMS

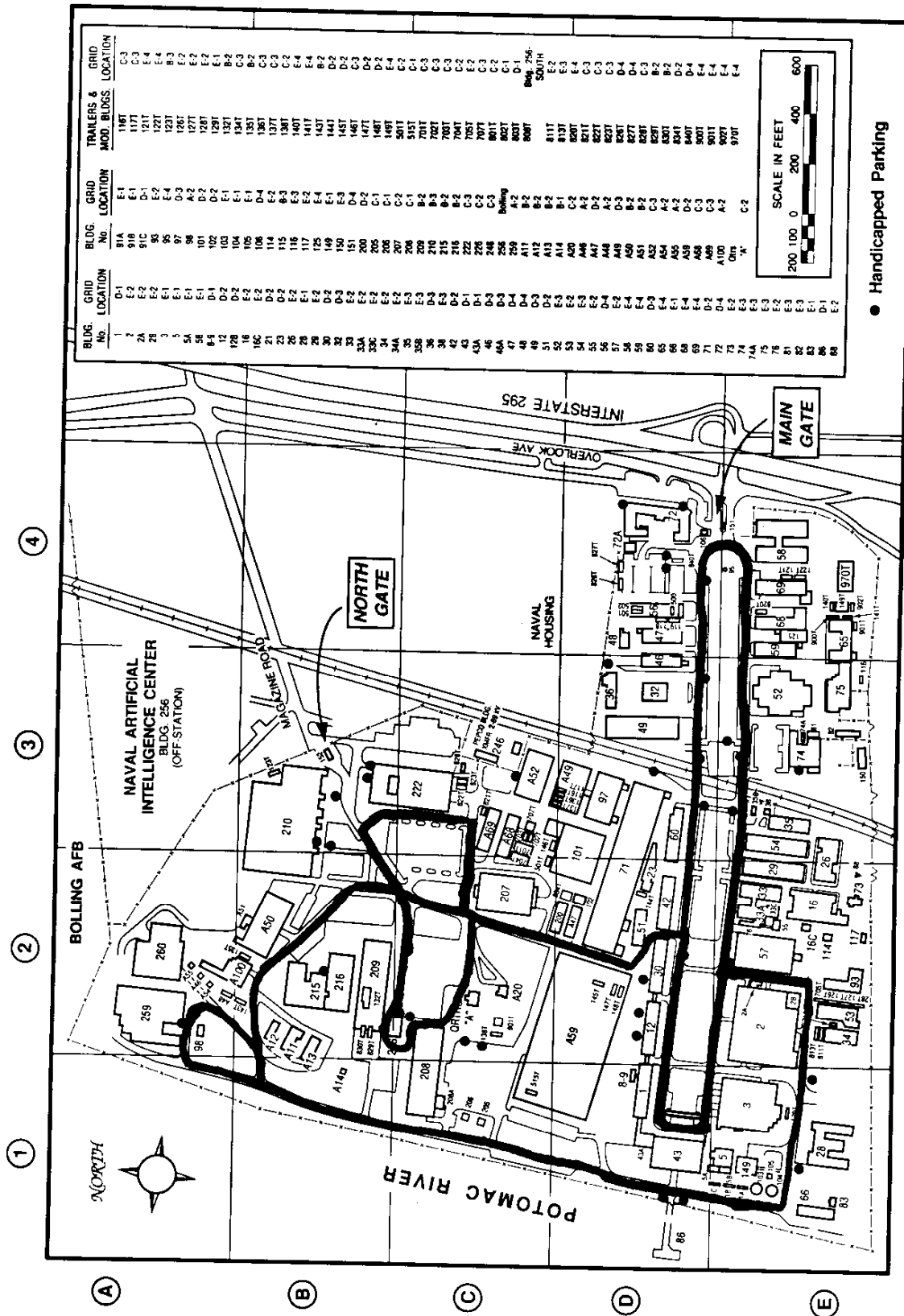
| No. | Description        | Manufacturer | Part           | Model/Serial  |
|-----|--------------------|--------------|----------------|---------------|
| 1   | Rototiller         | Troy-Blt     | 135292         | 173437622000  |
| 1   | Mower, Push        | Snapper      | 215012         | 75240303      |
| 1   | Weedeater          | Sthil        | FS85           | 413796        |
| 1   | Blower             | Echo         | PB4600         | 17073         |
| 1   | Weedeater          | Sthil        | FS88           | 291596        |
| 1   | Weedeater          | Sthil        | F85            | 9673401A      |
| 1   | Mower, Push        | Diamond      | C215005WV      | 45395801      |
| 1   | Vacuum, Giant      | Yard Boss    | 950            | 247315C190    |
| 1   | Edger              | Power Trim   | 200            | 419201        |
| 1   | Edger              | Briggs       | CDS2232        | 40900192120   |
| 1   | Snow Blower        | Ariens       | STL236         | 442998        |
| 1   | Snow Blower        | Ariens       | STL236         | 442996        |
| 1   | Mower, Tractor     | Gravely      | 431731         |               |
| 1   | Mower, Tractor     | Gravely      | 424509         |               |
| 1   | Mower, Tractor     | Gravely      | 431736         |               |
| 2   | Plows, Snow        | Kw1k-Way     |                |               |
| 1   | Sweeper            | Sweepster    | MRMAF1-9605034 |               |
| 3   | Weedeater          | Red Max      | GSKC           |               |
| 1   | Vacuum, Billy Goat | Billy Goat   | KD50           | 41387         |
| 1   | Vacuum' Billy Goat | Billy Goat   | KD50           | 41336         |
| 1   | Hedge Trimmer      | Stihl        | HS80           | 4226-011-2920 |
| 2   | Servicestar Mowers |              |                | 400178        |
| 1   | Vacuum, Giant      | Giant Vac    | 52             | 88-194128     |
| 1   | Snow Blower        | Aliens       | STS24          | 378712        |
| 1   | Snow Blower        | Aliens       | STS24          | 378713        |
| 1   | Snow Blower        | Aliens       | ST824          | 378711        |
| 1   | Snow Blower        | Aliens       | STS24          | 378714        |
| 1   | Saw, Power         | Echo         | 280E           | 215843        |
| 1   | Saw, Power         | Homelite     | XL12           | 802040062     |
| 1   | Mower, Walk Behind | X Mark       | V481103        | 8322          |
| 1   | Mower, Walk Behind | X Mark       | 81508          | 419199        |
| 1   | Mower, Push        | Snapper      | C21500kWV      | 45395830      |
| 1   | Mower, Push        | Kawasaki     | C21500kWV      | 45395804      |
| 1   | Mower, Push        | Snapper      | 215012         | 75240248      |
| 1   | Mower, Push        | Snapper      | C21500kWV      | 45395802      |
| 1   | Mower, Push        | Lawnboy      | 10600          | 4908079       |
| 1   | Aerator            | Trufco       | 85376          | 790105        |



**ENCLOSURE IV**  
**PAGE 1**

(Station Map Showing Bus Route Here)

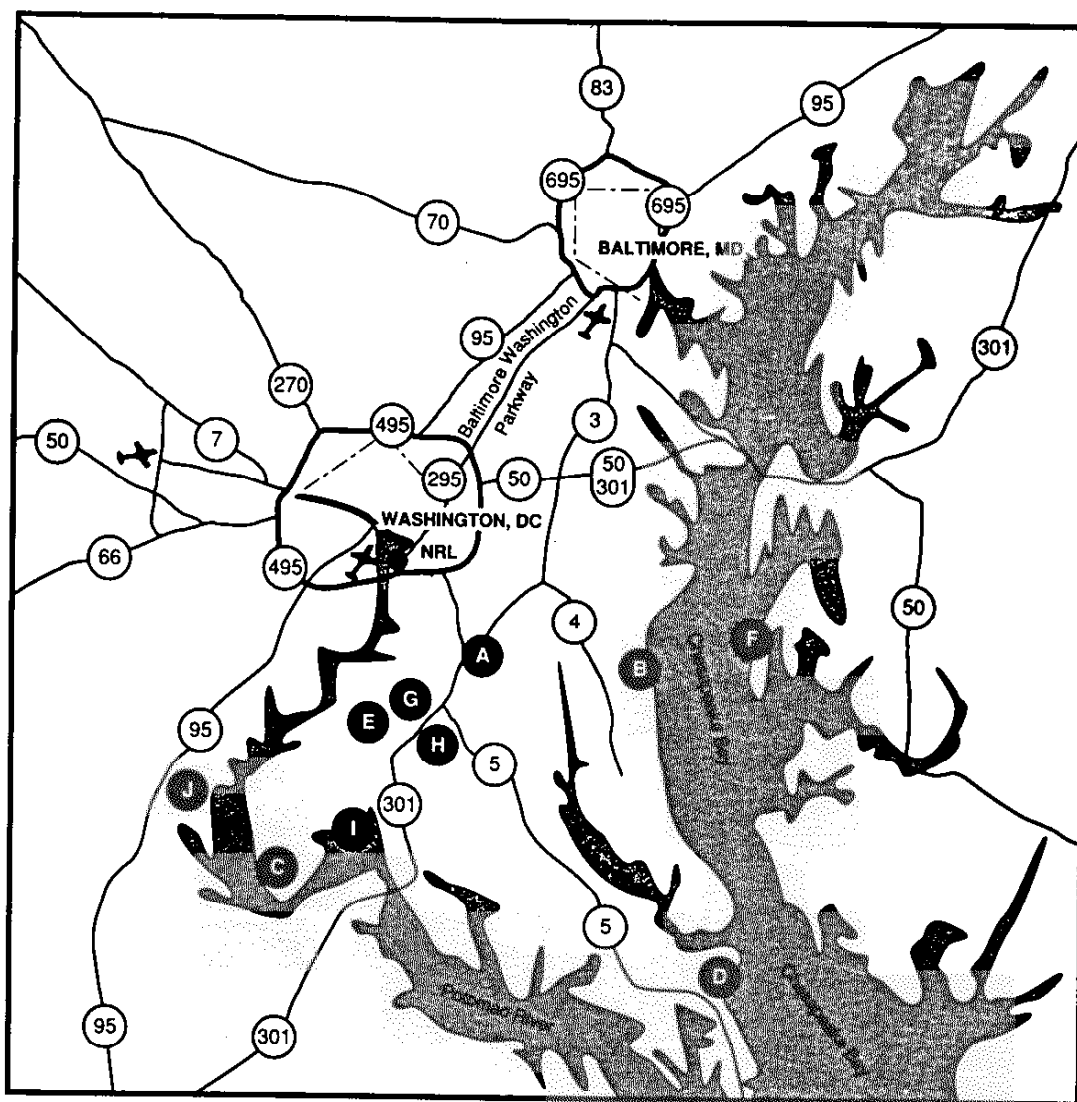
# Location of Buildings at NRL Washington



**LOCATION OF PRINCIPAL FIELD STATIONS**

(Attach Map Here)

# Location of Field Sites in the NRL Washington Area



| <u>Location</u>   | <u>Approximate<br/>Mileage from<br/>NRL Washington</u> |
|---|--|
| A - Brandywine, MD  | 28   |
| B - Chesapeake Bay Detachment (CBD), Chesapeake Beach, MD | 40   |
| C - Maryland Point (MD) Observatory                       | 45   |
| D - Patuxent River (MD) Naval Air Station                 | 64   |
| E - Pomonkey, MD  | 20   |
| F - Tilghman Island, MD                                   | 110  |
| G - Upper Waldorf Site, MD                                | 24   |
| H - Lower Waldorf Disposal Site, MD                       | 24   |
| I - Blossom Point, MD                                     | 40   |
| J - Midway Research Center, Quantico, VA                  | 38   |

## DIRECTIONS TO NRL PRINCIPAL FIELD SITES

A - Brandywine, MD. Take I-295 south to the Capital Beltway (I-95) proceed north on I-95, take Beltway exit 7 (MD Rte 5) south to MD Rte 381. Turn left onto Rte 381 and proceed east to Air Force Rd. Turn right onto Air Force Rd., proceed about 3/4 of a mile, NRL Field Site is on the right.

B - CBD (Chesapeake Bay Detachment). Take I-295 south to the Capital Beltway (I-95), proceed north on I-95, take exit 11 (MD Rte 4) east to MD Rte 260, turn left onto Rte 260 and proceed until it dead ends into MD Rte 261, turn right onto Rte 261 and proceed south approximately 3 miles, the entrance to the Field Site will be on the left.

C - Maryland Pt. Observatory. Take I-295 south to the Capital Beltway, I-95, proceed north on I-95, take Beltway exit 7 (MD Rte 5) south. Maryland Rte 5 merges with Rte 301. Continue south on Rte 301 to LaPlata MD. Turn right onto MD Rte 6, proceed on route 6 to Maryland Pt. Rd. Turn right and proceed until it dead ends into MD Rte 224, turn right onto Rte 224, NRL Field Site is located on the left side of the road.

D - Patuxent River Naval Air Station. Take I-295 south to the Capital Beltway, I-95, proceed north on I-95, take Beltway exit 7 (MD Rte 5) south. Maryland Rte 5 merges with Rte 301. Continue south on Rte 301 to Waldorf and turn left onto Rte 5, proceed south on route 5 until it becomes MD Rte 235, continue south on Rte 235. The Patuxent River Naval Air Station is on the left side of the road as you enter the town of Lexington Park.

E - Pomonkey, MD. Take I-295 south to route 210 south, proceed south on route 210 to Bryans Rd., turn left onto MD Rte 227 (Livingston Rd.), proceed on Rte 227 until it becomes route 224 at the intersection of routes 227 and 224, proceed on Rte 224 for approximately .5 miles. Turn left onto Bumpy Oak Rd., proceed south to the NRL sign on the right side of the road, turn right to enter the site.

F - Tilghman Island. Take I-295 south to the Capital Beltway, I-95, proceed north on I-95, to exit 19 east (Rte 50) till it merges with Rte 301 at Bowie MD, continue on Rte 50/301 and cross the Bay Bridge, stay on Rte 50 east to Easton MD, turn right onto Rte 33, stay on Rte 33 west until you reach the Field Site.

G - Waldorf Site, Waldorf, MD. Take I-295 south to Rte 210, proceed south on Rte 210 to Accokeek, MD, turn left onto MD Rte 373 (Livingston Rd.), proceed east to Bealle Hill Rd., turn right onto Bealle Hill Rd., proceed on Bealle Hill Rd. until it dead ends into MD Rte 228 (Berry Rd./Bensville Rd.). Turn right onto Bensville Rd. and proceed west for about 2.5 miles and turn left onto Laurel Branch Dr., proceed on Laurel Branch Dr. for about 1 mile to the entrance to the Waldorf Radio Field Site.

H - Lower Waldorf Disposal Site. Take I-295 south to Rte 210, proceed south on Rte 210 to Accokeek MD, turn left onto MD Rte 373 (Livingston Rd.), proceed east to Bealle Hill Rd., turn right onto Bealle Hill Rd., proceed on Bealle Hill Rd. until it dead ends into MD Rte 228 (Berry Rd./Bensville Rd.), turn right onto Bensville Rd. and proceed west for about 1.5 miles and turn right to enter the Field Site.

I - Blossom Pt., MD. Take I-295 south to the Capital Beltway (I-95), proceed north on I-95, take Beltway exit 7 (MD Rte 5) south. Rte 5 merges with Rte 301. Continue south on Rte 301 to LaPlata, MD. Turn right onto MD Rte 6, proceed on Rte 6 to Blossom Pt. Rd., turn left onto Blossom Pt. Rd., proceed south until you see the NRL sign and turn left, the Field Site is straight ahead.

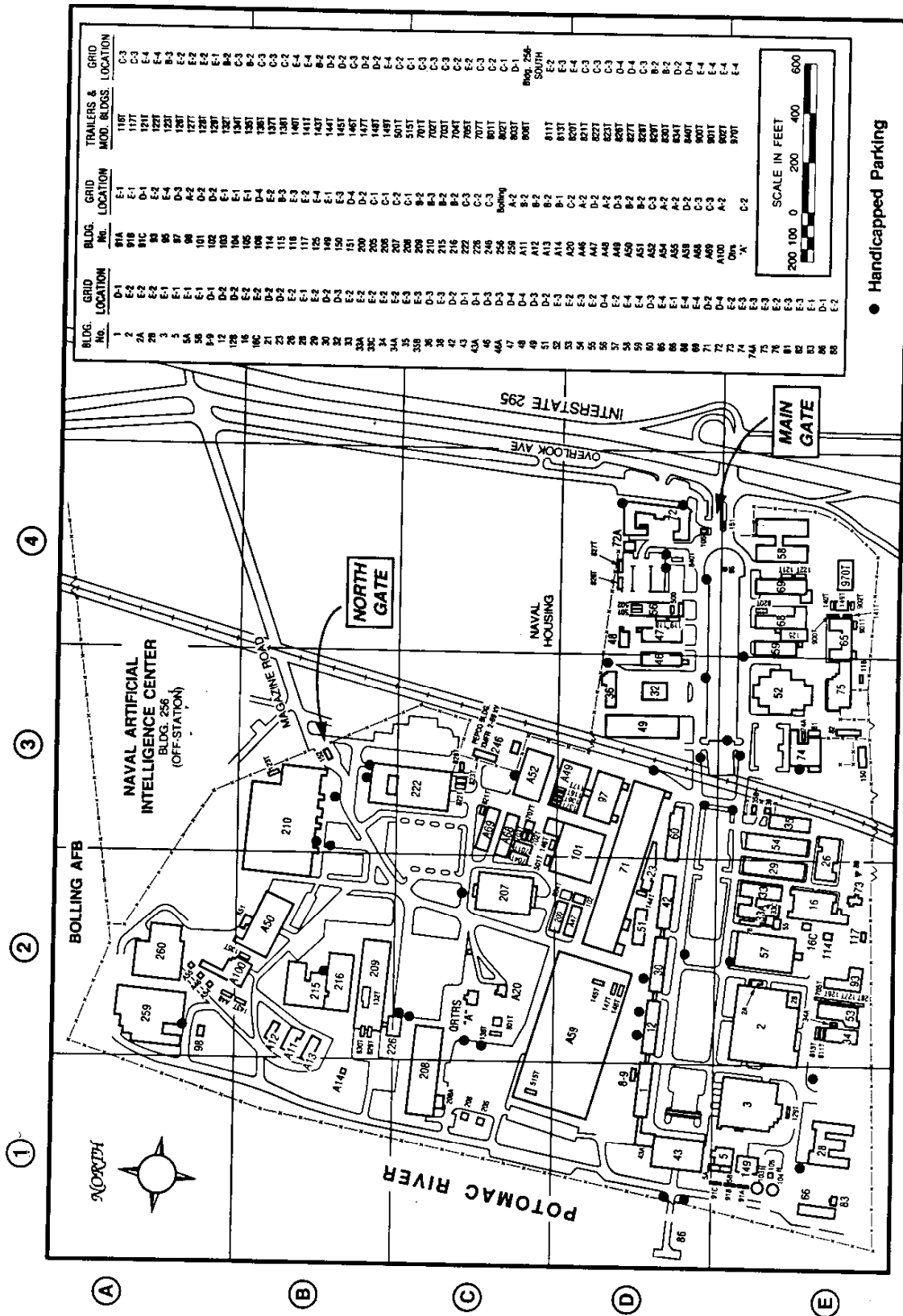
J - Midway Research Center, Quantico, VA. Take I-295 south to I-95 south, proceed south to the 2nd Quantico exit 49, proceed to the bottom of the exit ramp and turn left onto Russell Rd., stay on Russell Rd. to the exit for Rte 1 south, take Rte 1 south to Boswells Corner (the first traffic light) and turn left onto Rte 637 (Telegraph Rd.), stay on Telegraph Rd. for about a mile, turn right onto Midway Island Rd., the Field Site is on the right.

**ENCLOSURE VI**  
**PAGE 1**

**NRL SITE PLAN**

(Attach Copy of Station Plan Here)

# Location of Buildings at NRL Washington



ENCLOSURE VII  
PAGE 1

***\*\*RESERVED\*\****



**LOCATION LIST AND SUMMARY  
(STRIP DRAINS, STAIR AND WINDOW WELLS, AND CATCH BASINS)**

| <u>Building No.</u> | <u>Strip Drain</u> | <u>Stair Well</u> | <u>Window Well</u> | <u>Catch Basin</u> | <u>Total</u> |
|---------------------|--------------------|-------------------|--------------------|--------------------|--------------|
| 1                   | 1                  | 0                 | 0                  | 4                  | 5            |
| 2                   | 0                  | 0                 | 0                  | 10                 | 10           |
| 3                   | 0                  | 0                 | 0                  | 1                  | 1            |
| 5                   | 0                  | 0                 | 0                  | 2                  | 2            |
| 12                  | 0                  | 0                 | 0                  | 5                  | 5            |
| 16                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 26                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 28                  | 0                  | 4                 | 0                  | 2                  | 6            |
| 29                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 30                  | 0                  | 2                 | 16                 | 0                  | 15           |
| 32                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 33                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 34                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 35                  | 1                  | 0                 | 0                  | 2                  | 3            |
| 42                  | 0                  | 2                 | 14                 | 1                  | 17           |
| 43                  | 1                  | 1                 | 2                  | 0                  | 3            |
| 46                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 47                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 48                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 49                  | 0                  | 0                 | 0                  | 4                  | 4            |
| 51                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 52                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 53                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 54                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 56                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 57                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 58                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 59                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 60                  | 0                  | 0                 | 16                 | 1                  | 17           |
| 65                  | 0                  | 1                 | 0                  | 0                  | 1            |
| 66                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 67                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 68                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 71                  | 0                  | 0                 | 0                  | 8                  | 8            |
| 72                  | 2                  | 0                 | 0                  | 3                  | 3            |
| 73                  | 0                  | 0                 | 0                  | 1                  | 1            |
| 74                  | 1                  | 0                 | 0                  | 3                  | 4            |
| 75                  | 0                  | 0                 | 0                  | 2                  | 2            |
| 91A-B-C             | 0                  | 0                 | 0                  | 2                  | 2            |
| 93                  | 0                  | 0                 | 0                  | 2                  | 2            |

ENCLOSURE VIII  
PAGE 2

|       |    |    |    |     |     |
|-------|----|----|----|-----|-----|
| 97    | 0  | 0  | 0  | 2   | 2   |
| 101   | 0  | 0  | 0  | 3   | 3   |
| 104   | 0  | 0  | 0  | 1   | 1   |
| 106   | 0  | 0  | 0  | 2   | 2   |
| 107   | 0  | 0  | 0  | 2   | 2   |
| 115   | 0  | 0  | 0  | 2   | 2   |
| 125   | 0  | 0  | 0  | 1   | 1   |
| 149   | 1  | 0  | 0  | 2   | 3   |
| 207   | 0  | 1  | 16 | 0   | 17  |
| 208   | 0  | 0  | 0  | 1   | 1   |
| 209   | 0  | 0  | 0  | 10  | 10  |
| 210   | 1  | 0  | 0  | 9   | 10  |
| 222   | 0  | 0  | 0  | 5   | 5   |
| 256   | 2  | 0  | 0  | 2   | 4   |
| 259   | 0  | 0  | 0  | 6   | 6   |
| A12   | 0  | 0  | 0  | 8   | 8   |
| A13   | 0  | 0  | 0  | 2   | 2   |
| A47   | 3  | 0  | 0  | 0   | 3   |
| A49   | 0  | 0  | 0  | 4   | 4   |
| A50   | 0  | 0  | 0  | 3   | 3   |
| A52   | 1  | 0  | 0  | 3   | 4   |
| A59   | 2  | 0  | 0  | 3   | 5   |
| A68   | 0  | 0  | 0  | 2   | 2   |
| A100  | 0  | 0  | 0  | 1   | 1   |
| Mall  | 0  | 0  | 0  | 16  | 16  |
| Total | 16 | 11 | 64 | 173 | 261 |

**CLEAN TRASH AND DEBRIS FROM ROOFS, SCUPPERS AND GUTTERS  
SUMMARY OF BUILDINGS AND CLEANING FREQUENCY SCHEDULE**

**Twice a Year Cleaning (November and March)**

Buildings: 1, 2, 3, 5, 8-9, 12, 16, 23, 26, 28, 30, 32, 33A, 33C, 34, 34A, 36, 42, 43, 47, 48, 49, 51, 53, 55, 57, 60, 65, 66, 71, 73, 74, 75, 81, 97, 101, 102, 149, 207, 209, 215, 222, 226, 256, A50, A51, A47, A100.

**Twice a Year Cleaning (September and December)**

Buildings: 33, 35, 43A, 46, 46A, 52, 54, 56, 58, 59, 68, 69, 72, 208, 210, 246.

Note: Bldgs. 208, 210 and 246 require security clearance to access roofs.

**Once a Year Cleaning (December)**

Buildings: 21, 35A, 35B, 38, 93, 105, 106, 107, 205, 206, All, A12, A13, A49, A52, A68, A69, 701T, 702T, 703T, 707T.

ENCLOSURE X  
PAGE 1

***\*\*RESERVED\*\****

ENCLOSURE XI  
PAGE 1

***\*\*RESERVED\*\****

ENCLOSURE XII  
PAGE 1

***\*\*RESERVED\*\****

**SNOW/ICE REMOVAL SERVICES:** The Project Manager shall monitor the weather reports and be prepared to furnish all labor and materials necessary, on a 24 hours a day, seven days a week basis, to provide snow and ice removal service to ensure that the operational mission of NRL is not impaired in the event of a snow/ice storm. The Contractor Project Manager or his designated representative shall implement a Quality Control system that ensures all steps and sidewalks are free of ice and snow. The Contractor shall keep the COR advised of the condition of NRL at all times during a snow alert. The Contractor shall make recommendations as to the quantity of personnel and then ensure the number of qualified maintenance and operational personnel requested by the COR's IDQ are available and that they are thoroughly familiar with the station's regulations and snow/ice plan set forth below. The COR will decide when and which plan will be implemented. The COR may have others beside the Contractor to operate the snow plow trucks. The Contractor shall ensure that adequate equipment and material (trucks, snow plows, snow blowers, shovels, road salt, and chemicals) are available in the event of a snow/ice storm. The requirements for snow/ice removal are to clear and remove snow and ice and maintain accessible and safe sidewalks, walkways, steps, stairs, entrances and exists, and roads and parking lots required for pedestrian traffic, private and Government vehicle traffic, operation, safety and fire protection at the NRL main site. The level of maintenance shall be bare pavement. This includes necessary sweeping, shoveling, plowing, blowing, truck loading, sand/chemical spreading, and pre-treatment. In the event of impending precipitation of snow/ice, the Contractor shall take necessary preparatory precautions to ensure snow removal equipment and personnel are ready for operation. The Contractor shall clear and maintain all roads, parking lots, sidewalks, walkways, steps, stairs, entrances and exits as described above and in accordance with priorities established by the station snow/ice plan set forth below. Snow removal services average 3500 hours per year.

(1) The contractor shall spread salt/sand/ice melt and clear and remove snow/ice from roads, parking areas, sidewalks, walkways, building entrances and exits in the priority listed below in plan A and B:

**SNOW REMOVAL PRIORITIES (SNOW TRUCKS)**

**PLAN A:** Major Snow/Ice Storm

Phase I: Follow truck routes on maps provided dispensing adequate amounts of salt and plowing. Clear all road lanes and adjacent side parking.

Phase II: Once phase I routes have been sufficiently completed phase II should be implemented in the same manner as phase I following truck routes on maps provided.

Phase III: Assist in salting of areas cleared by trucks 3 & 4. Repeat phases I and II as necessary.

**PLAN B:** Minor Snow/Ice Storm

Salt all roads and parking lots stated in Plan A; the quantity of trucks will be determined by the COR.

**SNOW REMOVAL PRIORITIES (MAIN STATION SIDEWALKS, WALKWAYS, STEPS, STAIRS, ENTRANCES AND EXITS)**

**PLAN A:**

Phase I: Remove any snow and adequately salt all entrances, steps, adjacent sidewalks with a minimum two (2) man crew at the following locations: Buildings 72, 43, 222, 28, 210, 209 and 208. This work shall occur simultaneously at all locations. A two (2) man roving crew shall also be available to assist where needed. A minimum of four-foot path shall be obtained.

Phase II: Once phase I has been sufficiently completed phase II should be immediately implemented. Remove snow and adequately chemically treat sidewalks and adjacent building entrances and steps with a minimum (2) man crew at the following locations: Buildings 1 & 3 Work East; Buildings 57 & 30 Work East; Buildings 72 & 58 Work West; Buildings 59 & 46 Work West.

Phase III: Check all locations in phase I and II and other building entrances as requested by the COR. Expand four-foot path at previously cleared areas.

**PLAN B:** Minor snow/ice storm

Remove any snow and adequately salt all locations stated in plan A; the quantity of personnel will be determined by the COR.

***NOTE:*** *The ice melt used on the mall sidewalks shall be of the type that will not harm the grass. The COR may provide additional areas for this type of ice melt.*



# CONTRACT DATA REQUIREMENTS LIST

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

| <b>A. CONTRACT LINE ITEM NO.</b><br>ALL   |     |   |  | <b>B. EXHIBIT</b><br>A                            |  | <b>C. CATEGORY:</b><br>TDP _____ TM _____ OTHER _____                                       |  |   |  |       |   |  |       |     |       |  |   |  |
|---|-----|---|--|---|--|---|--|---|--|-------|---|--|-------|-----|-------|--|---|--|
| <b>D. SYSTEM / ITEM</b><br>Base Operations Support  |     |   |  | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06   |  | <b>F. CONTRACTOR</b>  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A001   |     | <b>2. TITLE OF DATA ITEM</b><br>Snow Plan                           |  |   |  | <b>3. SUBTITLE</b>  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |   |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.2.1   |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>LT  |     | <b>8. DIST STATEMENT REQUIRED</b>                                   |  | <b>10. FREQUENCY</b><br>ANNLY                     |  | <b>12. DATE OF FIRST SUBMISSION</b><br>30 DAC   |  | <b>14. DISTRIBUTION</b>   |  |       |   |  |       |     |       |  |   |  |
| <b>8. APP CODE</b>  |     |   |  | <b>11. AS OF DATE</b><br>Award                    |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b><br>01 SEPT XX                                      |  | <b>a. ADDRESSEE</b><br>COR<br><b>b. COPIES</b><br><table border="1"> <tr> <th colspan="3">Final</th> </tr> <tr> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  | Final |   |  | Draft | Reg | Repro |  | 1 |  |
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| Draft   | Reg | Repro   |  |   |  |   |  |   |  |       |   |  |       |     |       |  |   |  |
|   | 1   |   |  |   |  |   |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>16. REMARKS</b><br>The contractor shall provide a snow plan each year by 01 September, with the exception of the Base year which will be due NLT 30 Days after contract award. |     |   |  |   |  | <b>15. TOTAL</b> →<br><table border="1"> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  |   |  |       | 1 |  |       |     |       |  |   |  |
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| <b>1. DATA ITEM NO.</b><br>A002   |     | <b>2. TITLE OF DATA ITEM</b><br>Fuels Procurement/Delivery Log      |  |   |  | <b>3. SUBTITLE</b>  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |   |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.3   |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>8. DIST STATEMENT REQUIRED</b>                                   |  | <b>10. FREQUENCY</b><br>ASREQ                     |  | <b>12. DATE OF FIRST SUBMISSION</b><br>ASREQ  |  | <b>14. DISTRIBUTION</b>   |  |       |   |  |       |     |       |  |   |  |
| <b>8. APP CODE</b>  |     |   |  | <b>11. AS OF DATE</b><br>Award                    |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b><br>ASREQ   |  | <b>a. ADDRESSEE</b><br>COR<br><b>b. COPIES</b><br><table border="1"> <tr> <th colspan="3">Final</th> </tr> <tr> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>  |  | Final |   |  | Draft | Reg | Repro |  |   |  |
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|   |     |   |  |   |  |   |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>16. REMARKS</b><br>The contractor shall maintain a log at building 36 for review by the COR.   |     |   |  |   |  | <b>15. TOTAL</b> →<br><table border="1"> <tr> <td></td> <td></td> <td></td> </tr> </table>  |  |   |  |       |   |  |       |     |       |  |   |  |
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| <b>1. DATA ITEM NO.</b><br>A003   |     | <b>2. TITLE OF DATA ITEM</b><br>Daily Fuel Issues and Status Record |  |   |  | <b>3. SUBTITLE</b>  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |   |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.3.6 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>8. DIST STATEMENT REQUIRED</b>                                   |  | <b>10. FREQUENCY</b><br>DAILY                     |  | <b>12. DATE OF FIRST SUBMISSION</b>   |  | <b>14. DISTRIBUTION</b>   |  |       |   |  |       |     |       |  |   |  |
| <b>8. APP CODE</b>  |     |   |  | <b>11. AS OF DATE</b><br>Award                    |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>  |  | <b>a. ADDRESSEE</b><br>COR<br><b>b. COPIES</b><br><table border="1"> <tr> <th colspan="3">Final</th> </tr> <tr> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>  |  | Final |   |  | Draft | Reg | Repro |  |   |  |
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|   |     |   |  |   |  |   |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>16. REMARKS</b><br>The contractor shall maintain records on a daily basis at building 36 for inspection by the COR.  |     |   |  |   |  | <b>15. TOTAL</b> →<br><table border="1"> <tr> <td></td> <td></td> <td></td> </tr> </table>  |  |   |  |       |   |  |       |     |       |  |   |  |
|   |     |   |  |   |  |   |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A004   |     | <b>2. TITLE OF DATA ITEM</b><br>Weekly Fuels Issued Summary         |  |   |  | <b>3. SUBTITLE</b>  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |   |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.3.7 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR  |  |   |  |       |   |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>LT  |     | <b>8. DIST STATEMENT REQUIRED</b>                                   |  | <b>10. FREQUENCY</b><br>WEKLY                     |  | <b>12. DATE OF FIRST SUBMISSION</b>   |  | <b>14. DISTRIBUTION</b>   |  |       |   |  |       |     |       |  |   |  |
| <b>8. APP CODE</b>  |     |   |  | <b>11. AS OF DATE</b><br>Award                    |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>  |  | <b>a. ADDRESSEE</b><br>COR<br><b>b. COPIES</b><br><table border="1"> <tr> <th colspan="3">Final</th> </tr> <tr> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  | Final |   |  | Draft | Reg | Repro |  | 1 |  |
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| <b>16. REMARKS</b><br>The contractor shall provide a report by COB Friday of each week.   |     |   |  |   |  | <b>15. TOTAL</b> →<br><table border="1"> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  |   |  |       | 1 |  |       |     |       |  |   |  |
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| <b>G. PREPARED BY</b>   |     |   |  | <b>H. DATE</b>                                    |  | <b>I. APPROVED BY</b>   |  | <b>J. DATE</b>  |  |       |   |  |       |     |       |  |   |  |

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| <b>17. PRICE GROUP</b>           |
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# CONTRACT DATA REQUIREMENTS LIST

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|  |                                   |   |  |   |  |   |  |                  |  |
|--|-----------------------------------|---|--|---|--|---|--|------------------|--|
| <b>A. CONTRACT LINE ITEM NO.</b><br>ALL  |                                   |   |  | <b>B. EXHIBIT</b><br>A                            |  | <b>C. CATEGORY:</b><br>TDP _____ TM _____ OTHER _____ |  |                  |  |
| <b>D. SYSTEM / ITEM</b><br>Base Operations Support   |                                   |   |  | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06   |  | <b>F. CONTRACTOR</b>                                  |  |                  |  |
| <b>1. DATA ITEM NO.</b><br>A005  |                                   | <b>2. TITLE OF DATA ITEM</b><br>Monthly Fuel Summary                  |  |   |  | <b>3. SUBTITLE</b>                                    |  |                  |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |                                   |   |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.3.8 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |                  |  |
| <b>7. DD 250 REQ</b><br>LT   | <b>8. DIST STATEMENT REQUIRED</b> | <b>10. FREQUENCY</b><br>MNTLY   |  | <b>12. DATE OF FIRST SUBMISSION</b>               |  | <b>14. DISTRIBUTION</b>                               |  |                  |  |
| <b>9. APP CODE</b>   |                                   | <b>11. AS OF DATE</b><br>Award  |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>          |  | <b>a. ADDRESSEE</b>                                   |  | <b>b. COPIES</b> |  |
|  |                                   |   |  |   |  | Draft   |  | Final            |  |
|  |                                   |   |  |   |  | Reg   |  | Repro            |  |
| <b>16. REMARKS</b><br>The contractor shall submit a monthly fuels summary NLT the third working day of the following month.  |                                   |   |  |   |  | COR   |  | 1                |  |
|  |                                   |   |  |   |  | 15. TOTAL   |  | 1                |  |
| <b>1. DATA ITEM NO.</b><br>A006  |                                   | <b>2. TITLE OF DATA ITEM</b><br>Dispatch Log for Vehicles & Equipment |  |   |  | <b>3. SUBTITLE</b>                                    |  |                  |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |                                   |   |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.4   |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |                  |  |
| <b>7. DD 250 REQ</b><br>NO   | <b>8. DIST STATEMENT REQUIRED</b> | <b>10. FREQUENCY</b><br>ASREQ   |  | <b>12. DATE OF FIRST SUBMISSION</b>               |  | <b>14. DISTRIBUTION</b>                               |  |                  |  |
| <b>9. APP CODE</b>   |                                   | <b>11. AS OF DATE</b><br>Award  |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>          |  | <b>a. ADDRESSEE</b>                                   |  | <b>b. COPIES</b> |  |
|  |                                   |   |  |   |  | Draft   |  | Final            |  |
|  |                                   |   |  |   |  | Reg   |  | Repro            |  |
| <b>16. REMARKS</b><br>The contractor shall maintain a dispatch log for all equipment dispatched from the vehicle/equipment pool on an employee-driver or contractor-driver provided basis. |                                   |   |  |   |  |   |  |                  |  |
|  |                                   |   |  |   |  | 15. TOTAL   |  |                  |  |
| <b>1. DATA ITEM NO.</b><br>A007  |                                   | <b>2. TITLE OF DATA ITEM</b><br>Vehicle/Equipment Request and Record  |  |   |  | <b>3. SUBTITLE</b><br>DD Form 1970                    |  |                  |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |                                   |   |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.4.1 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |                  |  |
| <b>7. DD 250 REQ</b><br>NO   | <b>8. DIST STATEMENT REQUIRED</b> | <b>10. FREQUENCY</b><br>ASREQ   |  | <b>12. DATE OF FIRST SUBMISSION</b>               |  | <b>14. DISTRIBUTION</b>                               |  |                  |  |
| <b>9. APP CODE</b>   |                                   | <b>11. AS OF DATE</b><br>Award  |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>          |  | <b>a. ADDRESSEE</b>                                   |  | <b>b. COPIES</b> |  |
|  |                                   |   |  |   |  | Draft   |  | Final            |  |
|  |                                   |   |  |   |  | Reg   |  | Repro            |  |
| <b>16. REMARKS</b><br>The contractor shall prepare and process vehicle/equipment request and record forms as required.   |                                   |   |  |   |  |   |  |                  |  |
|  |                                   |   |  |   |  | 15. TOTAL   |  |                  |  |
| <b>1. DATA ITEM NO.</b><br>A008  |                                   | <b>2. TITLE OF DATA ITEM</b><br>Summary of Equipment Utilization      |  |   |  | <b>3. SUBTITLE</b>                                    |  |                  |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |                                   |   |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.4.3 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |                  |  |
| <b>7. DD 250 REQ</b><br>LT   | <b>8. DIST STATEMENT REQUIRED</b> | <b>10. FREQUENCY</b><br>MNTLY   |  | <b>12. DATE OF FIRST SUBMISSION</b>               |  | <b>14. DISTRIBUTION</b>                               |  |                  |  |
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|  |                                   |   |  |   |  | Draft   |  | Final            |  |
|  |                                   |   |  |   |  | Reg   |  | Repro            |  |
| <b>16. REMARKS</b><br>The contractor shall provide this report to the COR NLT the third working day of the following month.  |                                   |   |  |   |  | COR   |  | 1                |  |
|  |                                   |   |  |   |  | 15. TOTAL   |  | 1                |  |
| <b>G. PREPARED BY</b>  |                                   |   |  | <b>H. DATE</b>                                    |  | <b>I. APPROVED BY</b>                                 |  | <b>J. DATE</b>   |  |

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|--|-------|---|-------|--|--|---|--|--|--|--------------|--|-----------|--|-------|-------|-----|-------|--|--|---|--|--------------------|--|---|--|
| <b>D. SYSTEM / ITEM</b><br>Base Operations Support   |       |   |       | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06    |  | <b>F. CONTRACTOR</b>  |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A009  |       | <b>2. TITLE OF DATA ITEM</b><br>Log of NCRDNMR Usage                        |       |  |  | <b>3. SUBTITLE</b>  |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |       |   |       | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.4.4  |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR  |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>7. DD 250 REQ</b><br>NO   |       | <b>8. DIST STATEMENT REQUIRED</b>   |       | <b>10. FREQUENCY</b><br>ASREQ                      |  | <b>12. DATE OF FIRST SUBMISSION</b>   |  | <b>14. DISTRIBUTION</b>  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
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|  |       | 1   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>16. REMARKS</b><br>The contractor shall keep a daily log of each trip request for the National Capital Region/Department of the Navy Motor Pool (NCRDNMP).                          |       |   |       |  |  | <table border="1"> <tr> <td colspan="2">COR</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>15. TOTAL</b> →</td> <td>1</td> <td></td> </tr> </table> |  |  |  | COR          |  |           |  |       |       |     |       |  |  |   |  | <b>15. TOTAL</b> → |  | 1 |  |
| COR  |       |   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
|  |       |   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
|  |       |   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>15. TOTAL</b> →   |       | 1   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A010  |       | <b>2. TITLE OF DATA ITEM</b><br>Dispatch Log for Taxi Service               |       |  |  | <b>3. SUBTITLE</b>  |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |       |   |       | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.4.5  |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR  |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>7. DD 250 REQ</b><br>NO   |       | <b>8. DIST STATEMENT REQUIRED</b>   |       | <b>10. FREQUENCY</b><br>ASREQ                      |  | <b>12. DATE OF FIRST SUBMISSION</b>   |  | <b>14. DISTRIBUTION</b>  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
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| Draft  | Final | Reg   | Repro |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
|  |       |   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>16. REMARKS</b><br>The Contractor shall record all taxi services on a dispatch log reflecting the date of call, time of call, time and location of passenger, destination and time. |       |   |       |  |  | <table border="1"> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>15. TOTAL</b> →</td> <td></td> <td></td> </tr> </table>     |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  | <b>15. TOTAL</b> → |  |   |  |
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| <b>15. TOTAL</b> →   |       |   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A011  |       | <b>2. TITLE OF DATA ITEM</b><br>Operator's Report of Motor Vehicle Accident |       |  |  | <b>3. SUBTITLE</b>  |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |       |   |       | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.4.10 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR  |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>7. DD 250 REQ</b><br>LT   |       | <b>8. DIST STATEMENT REQUIRED</b>   |       | <b>10. FREQUENCY</b><br>ASREQ                      |  | <b>12. DATE OF FIRST SUBMISSION</b>   |  | <b>14. DISTRIBUTION</b>  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
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| <b>16. REMARKS</b><br>The contractor shall provide a written report of any accident involving a Government-owned vehicle in accordance with NRL Instruction 5100.1A                    |       |   |       |  |  | <table border="1"> <tr> <td colspan="2">COR</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>15. TOTAL</b> →</td> <td>1</td> <td></td> </tr> </table> |  |  |  | COR          |  |           |  |       |       |     |       |  |  |   |  | <b>15. TOTAL</b> → |  | 1 |  |
| COR  |       |   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
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|  |       |   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>15. TOTAL</b> →   |       | 1   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A012  |       | <b>2. TITLE OF DATA ITEM</b><br>Transportation Equipment Evaluation Summary |       |  |  | <b>3. SUBTITLE</b><br>TEMES   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |       |   |       | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.7    |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR  |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>7. DD 250 REQ</b><br>LT   |       | <b>8. DIST STATEMENT REQUIRED</b>   |       | <b>10. FREQUENCY</b><br>MNTLY                      |  | <b>12. DATE OF FIRST SUBMISSION</b><br>30 DAC   |  | <b>14. DISTRIBUTION</b>  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
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| <b>16. REMARKS</b><br>The contractor shall maintained a monthly summary and submit it to the COR on a 3.5 or 5.25 inch IBM compatible diskette.  |       |   |       |  |  | <table border="1"> <tr> <td colspan="2">COR</td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"></td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>15. TOTAL</b> →</td> <td>1</td> <td></td> </tr> </table> |  |  |  | COR          |  |           |  |       |       |     |       |  |  |   |  | <b>15. TOTAL</b> → |  | 1 |  |
| COR  |       |   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
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| <b>15. TOTAL</b> →   |       | 1   |       |  |  |   |  |  |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |
| <b>G. PREPARED BY</b>  |       |   |       | <b>H. DATE</b>                                     |  | <b>I. APPROVED BY</b>   |  | <b>J. DATE</b>   |  |              |  |           |  |       |       |     |       |  |  |   |  |                    |  |   |  |

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# CONTRACT DATA REQUIREMENTS LIST

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| <b>A. CONTRACT LINE ITEM NO.</b><br>ALL   |     |  |  | <b>B. EXHIBIT</b><br>A  |  | <b>C. CATEGORY:</b><br>TDP _____ TM _____ OTHER _____ |  |   |  |           |  |  |       |     |       |  |   |  |
|---|-----|--|--|---|--|---|--|---|--|-----------|--|--|-------|-----|-------|--|---|--|
| <b>D. SYSTEM / ITEM</b><br>Base Operations Support  |     |  |  | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06               |  | <b>F. CONTRACTOR</b>                                  |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A013   |     | <b>2. TITLE OF DATA ITEM</b><br>Operator's Inspection Guide and Trouble Report |  |   |  | <b>3. SUBTITLE</b><br>NAVFAC Form 9-11240/13          |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.7.1             |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>8. DIST STATEMENT REQUIRED</b>  |  | <b>10. FREQUENCY</b><br>ASREQ                                 |  | <b>12. DATE OF FIRST SUBMISSION</b>                   |  | <b>14. DISTRIBUTION</b>   |  |           |  |  |       |     |       |  |   |  |
| <b>9. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                                |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              |  | <b>a. ADDRESSEE</b><br>COR<br><table border="1"> <tr> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  | b. COPIES |  |  | Draft | Reg | Repro |  | 1 |  |
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| <b>16. REMARKS</b><br>The contract shall utilize this report to document and report deficiencies detected during inspection and operation of vehicle. These reports shall be kept in building 36.   |     |  |  |   |  | <b>15. TOTAL</b> →                                    |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A014   |     | <b>2. TITLE OF DATA ITEM</b><br>Customer Notification                          |  |   |  | <b>3. SUBTITLE</b>                                    |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.7.2             |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>8. DIST STATEMENT REQUIRED</b>  |  | <b>10. FREQUENCY</b><br>ASREQ                                 |  | <b>12. DATE OF FIRST SUBMISSION</b>                   |  | <b>14. DISTRIBUTION</b>   |  |           |  |  |       |     |       |  |   |  |
| <b>9. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                                |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              |  | <b>a. ADDRESSEE</b><br>COR<br><table border="1"> <tr> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>  |  | b. COPIES |  |  | Draft | Reg | Repro |  |   |  |
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|   |     |  |  |   |  |   |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>16. REMARKS</b><br>The contractor shall prepare and provide a maintenance schedule to each vehicle operator, with the due date and time of preventative maintenance and safety inspection, as well as notifying them when it may be picked up. |     |  |  |   |  | <b>15. TOTAL</b> →                                    |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A015   |     | <b>2. TITLE OF DATA ITEM</b><br>Completed SRO                                  |  |   |  | <b>3. SUBTITLE</b><br>NAVFAC Form 1120013A            |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.7.5 and 3.3.7.6 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>8. DIST STATEMENT REQUIRED</b>  |  | <b>10. FREQUENCY</b><br>DAILY                                 |  | <b>12. DATE OF FIRST SUBMISSION</b>                   |  | <b>14. DISTRIBUTION</b>   |  |           |  |  |       |     |       |  |   |  |
| <b>9. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                                |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              |  | <b>a. ADDRESSEE</b><br>COR<br><table border="1"> <tr> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  | b. COPIES |  |  | Draft | Reg | Repro |  | 1 |  |
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| <b>16. REMARKS</b><br>The contractor shall complete these and provide the green copies to the COR daily.  |     |  |  |   |  | <b>15. TOTAL</b> →                                    |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A016   |     | <b>2. TITLE OF DATA ITEM</b><br>Down Equipment Listing                         |  |   |  | <b>3. SUBTITLE</b>                                    |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.7.7             |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>8. DIST STATEMENT REQUIRED</b>  |  | <b>10. FREQUENCY</b><br>ASREQ                                 |  | <b>12. DATE OF FIRST SUBMISSION</b>                   |  | <b>14. DISTRIBUTION</b>   |  |           |  |  |       |     |       |  |   |  |
| <b>9. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                                |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              |  | <b>a. ADDRESSEE</b><br>COR<br><table border="1"> <tr> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>  |  | b. COPIES |  |  | Draft | Reg | Repro |  |   |  |
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| Draft   | Reg | Repro  |  |   |  |   |  |   |  |           |  |  |       |     |       |  |   |  |
|   |     |  |  |   |  |   |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>16. REMARKS</b><br>This list shall be maintained on a regular basis and made available to the COR for inspection at all times.   |     |  |  |   |  | <b>15. TOTAL</b> →                                    |  |   |  |           |  |  |       |     |       |  |   |  |
| <b>G. PREPARED BY</b>   |     |  |  | <b>H. DATE</b>  |  | <b>I. APPROVED BY</b>                                 |  | <b>J. DATE</b>  |  |           |  |  |       |     |       |  |   |  |

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|  |   |  |   |  |   |
|--|---|--|---|--|---|
| <b>A. CONTRACT LINE ITEM NO.</b><br>ALL  |   | <b>B. EXHIBIT</b><br>A                             |   | <b>C. CATEGORY:</b><br>TDP TM OTHER    |   |
| <b>D. SYSTEM / ITEM</b><br>Base Operations Support   |   | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06    |   | <b>F. CONTRACTOR</b>                   |   |
| <b>1. DATA ITEM NO.</b><br>A017  | <b>2. TITLE OF DATA ITEM</b><br>ChloroFlouroCarbon Log              |  |   | <b>3. SUBTITLE</b>                     |   |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |   | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.8.10 |   | <b>6. REQUIRING OFFICE</b><br>NRL, COR |   |
| <b>7. DD 250 REQ</b><br>NO   | <b>9. DIST STATEMENT REQUIRED</b>                                   | <b>10. FREQUENCY</b><br>ASREQ                      | <b>12. DATE OF FIRST SUBMISSION</b>                   | <b>14. DISTRIBUTION</b>                |   |
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| <b>16. REMARKS</b><br>This log must be made available for COR review at all times.   |   |  |   | <b>15. TOTAL</b> →                     |   |
| <b>1. DATA ITEM NO.</b><br>A018  | <b>2. TITLE OF DATA ITEM</b><br>Title V Clean Air Act Documentation |  |   | <b>3. SUBTITLE</b>                     |   |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |   | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.10.1 |   | <b>6. REQUIRING OFFICE</b><br>NRL, COR |   |
| <b>7. DD 250 REQ</b><br>NO   | <b>9. DIST STATEMENT REQUIRED</b>                                   | <b>10. FREQUENCY</b><br>ASREQ                      | <b>12. DATE OF FIRST SUBMISSION</b>                   | <b>14. DISTRIBUTION</b>                |   |
| <b>8. APP CODE</b>   |   | <b>11. AS OF DATE</b><br>Award                     | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              | <b>a. ADDRESSEE</b>                    | <b>b. COPIES</b><br>Draft Final Reg Repra |
| <b>16. REMARKS</b><br>The contractor shall maintain records and equipment as required by the Title V Clean Air Act. These shall be made available for review by the COR at anytime during the contract period of performance.      |   |  |   | <b>15. TOTAL</b> →                     |   |
| <b>1. DATA ITEM NO.</b><br>A019  | <b>2. TITLE OF DATA ITEM</b><br>Authorized Use List                 |  |   | <b>3. SUBTITLE</b>                     |   |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |   | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.3.11   |   | <b>6. REQUIRING OFFICE</b><br>NRL, COR |   |
| <b>7. DD 250 REQ</b><br>NO   | <b>9. DIST STATEMENT REQUIRED</b>                                   | <b>10. FREQUENCY</b><br>ASREQ                      | <b>12. DATE OF FIRST SUBMISSION</b>                   | <b>14. DISTRIBUTION</b>                |   |
| <b>8. APP CODE</b>   |   | <b>11. AS OF DATE</b><br>Award                     | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              | <b>a. ADDRESSEE</b>                    | <b>b. COPIES</b><br>Draft Final Reg Repra |
| <b>16. REMARKS</b><br>The contractor shall ensure that all chemical products used/procured have a material safety data sheed and are on the Authorized Use List. This list shall be made available to the COR annually for review. |   |  |   | <b>15. TOTAL</b> →                     |   |
| <b>1. DATA ITEM NO.</b><br>A020  | <b>2. TITLE OF DATA ITEM</b><br>Grounds Maintenance Plan            |  |   | <b>3. SUBTITLE</b>                     |   |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |   | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.4.1.1  |   | <b>6. REQUIRING OFFICE</b><br>NRL, COR |   |
| <b>7. DD 250 REQ</b><br>LT   | <b>9. DIST STATEMENT REQUIRED</b>                                   | <b>10. FREQUENCY</b><br>ANNLY                      | <b>12. DATE OF FIRST SUBMISSION</b><br>01 March 99    | <b>14. DISTRIBUTION</b>                |   |
| <b>8. APP CODE</b>   |   | <b>11. AS OF DATE</b><br>Award                     | <b>13. DATE OF SUBSEQUENT SUBMISSION</b><br>01 MAR XX | <b>a. ADDRESSEE</b>                    | <b>b. COPIES</b><br>Draft Final Reg Repra |
| <b>16. REMARKS</b>   |   |  |   | <b>15. TOTAL</b> →                     |   |
| <b>G. PREPARED BY</b>  |   | <b>H. DATE</b>                                     | <b>I. APPROVED BY</b>                                 |  | <b>J. DATE</b>                            |

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# CONTRACT DATA REQUIREMENTS LIST

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|  |  |   |  |   |                  |
|--|--|---|--|---|------------------|
| <b>A. CONTRACT LINE ITEM NO.</b><br>ALL  |  | <b>B. EXHIBIT</b><br>A                            |  | <b>C. CATEGORY:</b><br>TDP _____ TM _____ OTHER _____ |                  |
| <b>D. SYSTEM / ITEM</b><br>Base Operations Support   |  | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06   |  | <b>F. CONTRACTOR</b>                                  |                  |
| <b>1. DATA ITEM NO.</b><br>A021  | <b>2. TITLE OF DATA ITEM</b><br>Monthly Grounds Maintenance Schedule |   |  | <b>3. SUBTITLE</b>                                    |                  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.4.1.1 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |                  |
| <b>7. DD 250 REQ</b><br>LT   | <b>9. DIST STATEMENT REQUIRED</b>                                    | <b>10. FREQUENCY</b><br>MNTLY                     | <b>12. DATE OF FIRST SUBMISSION</b><br>w/in 30 DAC   | <b>14. DISTRIBUTION</b>                               |                  |
| <b>8. APP CODE</b>   |  | <b>11. AS OF DATE</b><br>Award                    | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>             | <b>a. ADDRESSEE</b>                                   | <b>b. COPIES</b> |
|  |  |   |  | Draft   | Final            |
|  |  |   |  | Reg   | Repro            |
| <b>16. REMARKS</b><br>The Contractor shall provide a monthly grounds maintenance schedule five days prior to the start of each month.              |  |   |  | COR   | 1                |
|  |  |   |  |   |                  |
|  |  |   |  |   |                  |
| <b>15. TOTAL</b> →   |  |   |  | 1   |                  |
| <b>1. DATA ITEM NO.</b><br>A022  | <b>2. TITLE OF DATA ITEM</b><br>Grounds Maintenance Summary Report   |   |  | <b>3. SUBTITLE</b>                                    |                  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.4.1.1 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |                  |
| <b>7. DD 250 REQ</b><br>LT   | <b>9. DIST STATEMENT REQUIRED</b>                                    | <b>10. FREQUENCY</b>                              | <b>12. DATE OF FIRST SUBMISSION</b>                  | <b>14. DISTRIBUTION</b>                               |                  |
| <b>8. APP CODE</b>   |  | <b>11. AS OF DATE</b><br>Award                    | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>             | <b>a. ADDRESSEE</b>                                   | <b>b. COPIES</b> |
|  |  |   |  | Draft   | Final            |
|  |  |   |  | Reg   | Repro            |
| <b>16. REMARKS</b><br>The contractor shall provide a grounds maintenance summary to the COR on a 5.25 or 3.5 inch IBM compatible floppy diskette.  |  |   |  | COR   | 1                |
|  |  |   |  |   |                  |
|  |  |   |  |   |                  |
| <b>15. TOTAL</b> →   |  |   |  | 1   |                  |
| <b>1. DATA ITEM NO.</b><br>A023  | <b>2. TITLE OF DATA ITEM</b><br>Soil Analysis Report                 |   |  | <b>3. SUBTITLE</b>                                    |                  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.4.16  |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |                  |
| <b>7. DD 250 REQ</b><br>LT   | <b>9. DIST STATEMENT REQUIRED</b>                                    | <b>10. FREQUENCY</b><br>ASREQ                     | <b>12. DATE OF FIRST SUBMISSION</b><br>See block 16. | <b>14. DISTRIBUTION</b>                               |                  |
| <b>8. APP CODE</b>   |  | <b>11. AS OF DATE</b><br>Award                    | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>             | <b>a. ADDRESSEE</b>                                   | <b>b. COPIES</b> |
|  |  |   |  | Draft   | Final            |
|  |  |   |  | Reg   | Repro            |
| <b>16. REMARKS</b><br>The contractor shall provide this report within 30 calendar days of the initial order to provide a soil analysis.            |  |   |  | COR   | 1                |
|  |  |   |  |   |                  |
|  |  |   |  |   |                  |
| <b>15. TOTAL</b> →   |  |   |  | 1   |                  |
| <b>1. DATA ITEM NO.</b><br>A024  | <b>2. TITLE OF DATA ITEM</b><br>Pesticide Data Report                |   |  | <b>3. SUBTITLE</b>                                    |                  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.5.3   |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |                  |
| <b>7. DD 250 REQ</b><br>LT   | <b>9. DIST STATEMENT REQUIRED</b>                                    | <b>10. FREQUENCY</b><br>ASREQ                     | <b>12. DATE OF FIRST SUBMISSION</b><br>See block 16. | <b>14. DISTRIBUTION</b>                               |                  |
| <b>8. APP CODE</b>   |  | <b>11. AS OF DATE</b><br>Award                    | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>             | <b>a. ADDRESSEE</b>                                   | <b>b. COPIES</b> |
|  |  |   |  | Draft   | Final            |
|  |  |   |  | Reg   | Repro            |
| <b>16. REMARKS</b><br>The contractor shall submit this data report five (5) days prior to pesticide application for written approval from the COR. |  |   |  | COR   | 1                |
|  |  |   |  |   |                  |
|  |  |   |  |   |                  |
| <b>15. TOTAL</b> →   |  |   |  | 1   |                  |
| <b>G. PREPARED BY</b>  |  | <b>H. DATE</b>                                    | <b>I. APPROVED BY</b>                                |   | <b>J. DATE</b>   |

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| <b>A. CONTRACT LINE ITEM NO.</b><br>ALL   |     |  |  | <b>B. EXHIBIT</b><br>A                              |  | <b>C. CATEGORY:</b><br>TDP _____ TM _____ OTHER _____ |  |   |  |       |  |  |       |     |       |  |   |  |
|---|-----|--|--|---|--|---|--|---|--|-------|--|--|-------|-----|-------|--|---|--|
| <b>D. SYSTEM / ITEM</b><br>Base Operations Support  |     |  |  | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06     |  | <b>F. CONTRACTOR</b>                                  |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A025   |     | <b>2. TITLE OF DATA ITEM</b><br>Pesticide Summary Report           |  |   |  | <b>3. SUBTITLE</b>                                    |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.5.4     |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>9. DIST STATEMENT REQUIRED</b>                                  |  | <b>10. FREQUENCY</b><br>ASREQ                       |  | <b>12. DATE OF FIRST SUBMISSION</b>                   |  | <b>14. DISTRIBUTION</b>   |  |       |  |  |       |     |       |  |   |  |
| <b>8. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                      |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              |  | <b>a. ADDRESSEE</b><br>COR<br><b>b. COPIES</b><br><table border="1"> <tr> <th colspan="3">Final</th> </tr> <tr> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  | Final |  |  | Draft | Reg | Repro |  | 1 |  |
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| <b>16. REMARKS</b><br>The contractor shall maintain a record of all pesticides used, when used, the type of pest on which it was used. This report shall be prepared & maintained on a 3.5 or 5.25 inch disk and made available to COR upon request |     |  |  |   |  | <b>15. TOTAL</b> → 1                                  |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A026   |     | <b>2. TITLE OF DATA ITEM</b><br>Pesticide Schedule                 |  |   |  | <b>3. SUBTITLE</b>                                    |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.5.4 (a) |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>9. DIST STATEMENT REQUIRED</b>                                  |  | <b>10. FREQUENCY</b><br>ANNLY                       |  | <b>12. DATE OF FIRST SUBMISSION</b><br>15 DAC         |  | <b>14. DISTRIBUTION</b>   |  |       |  |  |       |     |       |  |   |  |
| <b>8. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                      |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              |  | <b>a. ADDRESSEE</b><br>COR<br><b>b. COPIES</b><br><table border="1"> <tr> <th colspan="3">Final</th> </tr> <tr> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  | Final |  |  | Draft | Reg | Repro |  | 1 |  |
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| <b>16. REMARKS</b><br>The contractor shall submit a proposed written schedule to the COR of each scheduled service, for entire contract. In addition, the Contractor shall submit a daily mini-schedule at time of "Check-In".                      |     |  |  |   |  | <b>15. TOTAL</b> → 1                                  |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A027   |     | <b>2. TITLE OF DATA ITEM</b><br>Annual Termite Inspection Schedule |  |   |  | <b>3. SUBTITLE</b>                                    |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.5.9.4.1 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>9. DIST STATEMENT REQUIRED</b>                                  |  | <b>10. FREQUENCY</b><br>ANNLY                       |  | <b>12. DATE OF FIRST SUBMISSION</b>                   |  | <b>14. DISTRIBUTION</b>   |  |       |  |  |       |     |       |  |   |  |
| <b>8. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                      |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              |  | <b>a. ADDRESSEE</b><br>COR<br><b>b. COPIES</b><br><table border="1"> <tr> <th colspan="3">Final</th> </tr> <tr> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  | Final |  |  | Draft | Reg | Repro |  | 1 |  |
| Final   |     |  |  |   |  |   |  |   |  |       |  |  |       |     |       |  |   |  |
| Draft   | Reg | Repro  |  |   |  |   |  |   |  |       |  |  |       |     |       |  |   |  |
|   | 1   |  |  |   |  |   |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>16. REMARKS</b><br>The contractor shall submit a schedule five working days prior to planned termite inspection.   |     |  |  |   |  | <b>15. TOTAL</b> → 1                                  |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>1. DATA ITEM NO.</b><br>A028   |     | <b>2. TITLE OF DATA ITEM</b><br>Annual Termite Report              |  |   |  | <b>3. SUBTITLE</b>                                    |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.5.9.4.2 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR                |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>7. DD 250 REQ</b><br>LT  |     | <b>9. DIST STATEMENT REQUIRED</b>                                  |  | <b>10. FREQUENCY</b><br>ANNLY                       |  | <b>12. DATE OF FIRST SUBMISSION</b>                   |  | <b>14. DISTRIBUTION</b>   |  |       |  |  |       |     |       |  |   |  |
| <b>8. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                      |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>              |  | <b>a. ADDRESSEE</b><br>COR<br><b>b. COPIES</b><br><table border="1"> <tr> <th colspan="3">Final</th> </tr> <tr> <td>Draft</td> <td>Reg</td> <td>Repro</td> </tr> <tr> <td></td> <td>1</td> <td></td> </tr> </table> |  | Final |  |  | Draft | Reg | Repro |  | 1 |  |
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| <b>16. REMARKS</b><br>The contractor shall submit a report to the COR within 15 calendar days of completion of the annual inspection.   |     |  |  |   |  | <b>15. TOTAL</b> → 1                                  |  |   |  |       |  |  |       |     |       |  |   |  |
| <b>G. PREPARED BY</b>   |     |  |  | <b>H. DATE</b>                                      |  | <b>I. APPROVED BY</b>                                 |  | <b>J. DATE</b>  |  |       |  |  |       |     |       |  |   |  |

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| <b>A. CONTRACT LINE ITEM NO.</b><br>ALL   |     |  |  | <b>B. EXHIBIT</b><br>A                             |  | <b>C. CATEGORY:</b><br>TDP _____ TM _____ OTHER _____                                    |  |   |  |           |  |   |       |     |       |  |  |  |
|---|-----|--|--|--|--|--|--|---|--|-----------|--|---|-------|-----|-------|--|--|--|
| <b>D. SYSTEM / ITEM</b><br>Base Operations Support  |     |  |  | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06    |  | <b>F. CONTRACTOR</b>   |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>1. DATA ITEM NO.</b><br>A029   |     | <b>2. TITLE OF DATA ITEM</b><br>Monthly Summary of Pesticide Performance         |  |  |  | <b>3. SUBTITLE</b><br>DD 6250/2 and DD 6250/3  |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 3.5.12.2 |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR   |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>7. DD 250 REQ</b><br>NO  |     | <b>8. DIST STATEMENT REQUIRED</b>  |  | <b>10. FREQUENCY</b><br>MNTLY                      |  | <b>12. DATE OF FIRST SUBMISSION</b><br>30 DAC  |  | <b>14. DISTRIBUTION</b>   |  |           |  |   |       |     |       |  |  |  |
| <b>8. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                     |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>   |  | <b>a. ADDRESSEE</b><br><table border="1"> <tr> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> |  | b. COPIES |  |   | Draft | Reg | Repro |  |  |  |
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|   |     |  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>16. REMARKS</b><br>The contractor shall submit monthly summaries of performance of chemicals in accordance with District of Columbia Law.            |     |  |  |  |  | <b>15. TOTAL</b> → <table border="1"> <tr> <td></td> <td></td> <td></td> </tr> </table>  |  |   |  |           |  |   |       |     |       |  |  |  |
|   |     |  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>1. DATA ITEM NO.</b><br>A030   |     | <b>2. TITLE OF DATA ITEM</b><br>Semi Monthly Progress Reports                    |  |  |  | <b>3. SUBTITLE</b>   |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 4.0      |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR   |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>7. DD 250 REQ</b><br>LT  |     | <b>8. DIST STATEMENT REQUIRED</b>  |  | <b>10. FREQUENCY</b><br>BI-MO                      |  | <b>12. DATE OF FIRST SUBMISSION</b><br>See block 16.                                     |  | <b>14. DISTRIBUTION</b>   |  |           |  |   |       |     |       |  |  |  |
| <b>8. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                     |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>   |  | <b>a. ADDRESSEE</b><br><table border="1"> <tr> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> |  | b. COPIES |  |   | Draft | Reg | Repro |  |  |  |
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| Draft   | Reg | Repro  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
|   |     |  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>16. REMARKS</b><br>The contractor shall submit these progress reports on the 15th day and the last working day of each month.                        |     |  |  |  |  | <b>15. TOTAL</b> → <table border="1"> <tr> <td></td> <td></td> <td>1</td> </tr> </table> |  |   |  |           |  | 1 |       |     |       |  |  |  |
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| <b>1. DATA ITEM NO.</b><br>A031   |     | <b>2. TITLE OF DATA ITEM</b><br>Monthly Summary Reports of Completed Work Orders |  |  |  | <b>3. SUBTITLE</b>   |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 4.0      |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR   |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>7. DD 250 REQ</b><br>LT  |     | <b>8. DIST STATEMENT REQUIRED</b>  |  | <b>10. FREQUENCY</b><br>MNTLY                      |  | <b>12. DATE OF FIRST SUBMISSION</b><br>30 DAC  |  | <b>14. DISTRIBUTION</b>   |  |           |  |   |       |     |       |  |  |  |
| <b>8. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                     |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>   |  | <b>a. ADDRESSEE</b><br><table border="1"> <tr> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> |  | b. COPIES |  |   | Draft | Reg | Repro |  |  |  |
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| Draft   | Reg | Repro  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
|   |     |  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>16. REMARKS</b><br>The contractor shall submit a summary report of all completed work orders. This shall be submitted with the contractor's invoice. |     |  |  |  |  | <b>15. TOTAL</b> → <table border="1"> <tr> <td></td> <td></td> <td>1</td> </tr> </table> |  |   |  |           |  | 1 |       |     |       |  |  |  |
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| <b>1. DATA ITEM NO.</b><br>A032   |     | <b>2. TITLE OF DATA ITEM</b><br>Standard Operating Procedures                    |  |  |  | <b>3. SUBTITLE</b>   |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b>   |     |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 4.0      |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR   |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>7. DD 250 REQ</b><br>LT  |     | <b>8. DIST STATEMENT REQUIRED</b>  |  | <b>10. FREQUENCY</b><br>OTIME                      |  | <b>12. DATE OF FIRST SUBMISSION</b><br>90 DAC  |  | <b>14. DISTRIBUTION</b>   |  |           |  |   |       |     |       |  |  |  |
| <b>8. APP CODE</b>  |     |  |  | <b>11. AS OF DATE</b><br>Award                     |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>   |  | <b>a. ADDRESSEE</b><br><table border="1"> <tr> <th colspan="3">b. COPIES</th> </tr> <tr> <th>Draft</th> <th>Reg</th> <th>Repro</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> |  | b. COPIES |  |   | Draft | Reg | Repro |  |  |  |
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| Draft   | Reg | Repro  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
|   |     |  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>16. REMARKS</b>  |     |  |  |  |  | <b>15. TOTAL</b> → <table border="1"> <tr> <td></td> <td></td> <td>1</td> </tr> </table> |  |   |  |           |  | 1 |       |     |       |  |  |  |
|   |     | 1  |  |  |  |  |  |   |  |           |  |   |       |     |       |  |  |  |
| <b>G. PREPARED BY</b>   |     |  |  | <b>H. DATE</b>                                     |  | <b>I. APPROVED BY</b>  |  | <b>J. DATE</b>  |  |           |  |   |       |     |       |  |  |  |

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| <b>17. PRICE GROUP</b>           |
| <b>18. ESTIMATED TOTAL PRICE</b> |

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# CONTRACT DATA REQUIREMENTS LIST

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 440 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

|   |                                   |  |  |   |  |  |  |                  |       |
|---|-----------------------------------|--|--|---|--|--|--|------------------|-------|
| <b>A. CONTRACT LINE ITEM NO.</b><br>ALL             |                                   |  |  | <b>B. EXHIBIT</b><br>A                          |  | <b>C. CATEGORY:</b><br>TDP TM OTHER    |  |                  |       |
| <b>D. SYSTEM / ITEM</b>                             |                                   |  |  | <b>E. CONTRACT / PR NO.</b><br>N00173-98-R-LS06 |  | <b>F. CONTRACTOR</b>                   |  |                  |       |
| <b>1. DATA ITEM NO.</b><br>A033                     |                                   | <b>2. TITLE OF DATA ITEM</b><br>Equipment Inventory Report & Certification |  |   |  | <b>3. SUBTITLE</b>                     |  |                  |       |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b> |                                   |  |  | <b>5. CONTRACT REFERENCE</b><br>SOW para. 4.0   |  | <b>6. REQUIRING OFFICE</b><br>NRL, COR |  |                  |       |
| <b>7. DD 250 REQ</b><br>NO                          | <b>9. DIST STATEMENT REQUIRED</b> | <b>10. FREQUENCY</b><br>ANPLY  |  | <b>12. DATE OF FIRST SUBMISSION</b><br>30 DAC   |  | <b>14. DISTRIBUTION</b>                |  |                  |       |
| <b>8. APP CODE</b>                                  |                                   | <b>11. AS OF DATE</b><br>Award   |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b>        |  | <b>a. ADDRESSEE</b>                    |  | <b>b. COPIES</b> |       |
| <b>16. REMARKS</b>                                  |                                   |  |  |   |  | COR                                    |  | Draft            | Final |
|   |                                   |  |  |   |  |  |  | Reg              | Repro |
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| <b>15. TOTAL</b> →                                  |                                   |  |  |   |  |  |  | 1                |       |

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| <b>1. DATA ITEM NO.</b>                             |                                   | <b>2. TITLE OF DATA ITEM</b> |  |  |  | <b>3. SUBTITLE</b>         |  |                  |       |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b> |                                   |                              |  | <b>5. CONTRACT REFERENCE</b>             |  | <b>6. REQUIRING OFFICE</b> |  |                  |       |
| <b>7. DD 250 REQ</b>                                | <b>9. DIST STATEMENT REQUIRED</b> | <b>10. FREQUENCY</b>         |  | <b>12. DATE OF FIRST SUBMISSION</b>      |  | <b>14. DISTRIBUTION</b>    |  |                  |       |
| <b>8. APP CODE</b>                                  |                                   | <b>11. AS OF DATE</b>        |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b> |  | <b>a. ADDRESSEE</b>        |  | <b>b. COPIES</b> |       |
| <b>16. REMARKS</b>                                  |                                   |                              |  |  |  |                            |  | Draft            | Final |
|   |                                   |                              |  |  |  |                            |  | Reg              | Repro |
|   |                                   |                              |  |  |  |                            |  |                  |       |
| <b>15. TOTAL</b> →                                  |                                   |                              |  |  |  |                            |  |                  |       |

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| <b>1. DATA ITEM NO.</b>                             |                                   | <b>2. TITLE OF DATA ITEM</b> |  |  |  | <b>3. SUBTITLE</b>         |  |                  |       |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b> |                                   |                              |  | <b>5. CONTRACT REFERENCE</b>             |  | <b>6. REQUIRING OFFICE</b> |  |                  |       |
| <b>7. DD 250 REQ</b>                                | <b>9. DIST STATEMENT REQUIRED</b> | <b>10. FREQUENCY</b>         |  | <b>12. DATE OF FIRST SUBMISSION</b>      |  | <b>14. DISTRIBUTION</b>    |  |                  |       |
| <b>8. APP CODE</b>                                  |                                   | <b>11. AS OF DATE</b>        |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b> |  | <b>a. ADDRESSEE</b>        |  | <b>b. COPIES</b> |       |
| <b>16. REMARKS</b>                                  |                                   |                              |  |  |  |                            |  | Draft            | Final |
|   |                                   |                              |  |  |  |                            |  | Reg              | Repro |
|   |                                   |                              |  |  |  |                            |  |                  |       |
| <b>15. TOTAL</b> →                                  |                                   |                              |  |  |  |                            |  |                  |       |

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| <b>1. DATA ITEM NO.</b>                             |                                   | <b>2. TITLE OF DATA ITEM</b> |  |  |  | <b>3. SUBTITLE</b>         |  |                  |       |
| <b>4. AUTHORITY (Data Acquisition Document No.)</b> |                                   |                              |  | <b>5. CONTRACT REFERENCE</b>             |  | <b>6. REQUIRING OFFICE</b> |  |                  |       |
| <b>7. DD 250 REQ</b>                                | <b>9. DIST STATEMENT REQUIRED</b> | <b>10. FREQUENCY</b>         |  | <b>12. DATE OF FIRST SUBMISSION</b>      |  | <b>14. DISTRIBUTION</b>    |  |                  |       |
| <b>8. APP CODE</b>                                  |                                   | <b>11. AS OF DATE</b>        |  | <b>13. DATE OF SUBSEQUENT SUBMISSION</b> |  | <b>a. ADDRESSEE</b>        |  | <b>b. COPIES</b> |       |
| <b>16. REMARKS</b>                                  |                                   |                              |  |  |  |                            |  | Draft            | Final |
|   |                                   |                              |  |  |  |                            |  | Reg              | Repro |
|   |                                   |                              |  |  |  |                            |  |                  |       |
| <b>15. TOTAL</b> →                                  |                                   |                              |  |  |  |                            |  |                  |       |

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| <b>G. PREPARED BY</b> |  |  |  | <b>H. DATE</b> |  | <b>I. APPROVED BY</b> |  | <b>J. DATE</b> |  |
|-----------------------|--|--|--|----------------|--|-----------------------|--|----------------|--|

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| <b>18. ESTIMATED TOTAL PRICE</b> |

**ENCLOSURE (1) TO DD FORM 1423  
INSTRUCTIONS FOR DISTRIBUTION**

**DISTRIBUTION OF TECHNICAL REPORTS**

The minimum distribution of technical reports and the final report submitted in connection with this contract is as follows:

| ADDRESSEE  | DODAAD<br>CODE | NUMBER OF COPIES           |  |
|--|----------------|----------------------------|--|
|  |                | UNCLASSIFIED/<br>UNLIMITED | UNCLASSIFIED/LIMITED<br>AND CLASSIFIED |
| COR/TM<br>Naval Research Laboratory  | N00173         | 1                          | 1                                      |
| Code:<br>4555 Overlook Ave., S.W.<br>Washington, DC 20375-5320   |                |                            |  |
| Administrative<br>Contracting Officer  |                | 1                          | 1                                      |
| Director<br>Naval Research Laboratory<br>ATTN: Code: 5227<br>4555 Overlook Ave., S.W.<br>Washington, DC 20375-5320       | N00173         | 1                          | 1                                      |
| Defense Technical Information<br>Center (DTIC)<br>8725 John J. Kingman Rd.<br>Suite #0944<br>Fort Belvoir, VA 22060-6218 | S47031         | 4                          | 2                                      |

**DISTRIBUTION OF NON-TECHNICAL REPORTS**

The minimum distribution of non-technical reports submitted in connection with this contract is as follows:

| ADDRESSEE                                     | DODAAD<br>CODE | NUMBER OF COPIES           |  |
|---|----------------|----------------------------|--|
|   |                | UNCLASSIFIED/<br>UNLIMITED | UNCLASSIFIED/LIMITED<br>AND CLASSIFIED |
| COR/TM  | N00173         | 1                          | 1                                      |
| Administrative<br>Contracting Officer (DCMAO) |                | 1                          | 1                                      |

## SCHEDULED GROUNDS MAINTENANCE SERVICES

| TASK   | FREQUENCY  |
|--|--|
| A. Grass Cutting                               | <p><u>01 April to 31 October</u><br/>Weekly at 6 to 8 calendar day Intervals (28 total cuttings)</p> <p><u>October, November, February, March</u><br/>Every two weeks, 12 to 16 calendar day Intervals (8 total cuttings)</p> <p><u>December and January</u><br/>Monthly at 28 to 32 calendar day Intervals (2 total cuttings)</p> |
| B. Trimming                                    | <p><u>01 April to 31 October</u><br/>Weekly at 6 to 8 calendar day Intervals (28 total cuttings)</p> <p><u>October, November, February, March</u><br/>Every two weeks, 12 to 16 calendar day Intervals (8 total cuttings)</p> <p><u>December and January</u><br/>Monthly at 28 to 32 calendar day Intervals (2 total cuttings)</p> |
| C. Edging                                      | <p><u>01 April to 31 October</u><br/>Monthly at 28 to 32 calendar day Intervals (7 total edgings)</p>  |
| D. Maintenance of Flower, Shrub, and Tree Beds | <p><u>01 January to 31 December</u><br/>Daily at 251 working days per year</p>   |
| E. Cultivation/Mulching                        | <p>One service in April and one Service in July</p>  |
| F. Replacement of Flowers (152,000 ea)         | <p>One time</p>  |

- |    |                        |  |
|----|------------------------|--|
| G. | Weed Control           | <u>01 April to 31 October</u><br>Weekly at 6 to 8 calendar day<br>Intervals (28 total weeding) |
| H. | Fertilization          | Once between 01 April and 20 April   |
| I. | Irrigation             | <u>01 April to 31 October</u><br>Every other Day (total 105 times)                             |
| J. | Tree and Shrub Pruning | One pruning each in the months<br>Of April and October   |

**Miscellaneous Fixed-Price Services:**

- |    |  |  |
|----|--|--|
| A. | Maintenance of Streets<br>and Parking Areas                  | <u>01 January to 31 December</u><br>Daily with 251 working days/year                                     |
| B. | Maintenance of Fences  | <u>01 January to 31 December</u><br>Monthly at 28 to 32 calendar day<br>Intervals (total of 12 each)     |
| C. | Policing of Grounds  | <u>01 January to 31 December</u><br>Twice Daily with 251 working days/year<br>(total of 502 Occurrences) |
| D. | Leaf Clean-Up<br>and Parking Areas                           | <u>01 January to 31 December</u><br>Daily with 251 working days/year                                     |
| E. | Clean Trash & Debris<br>From Roofs, Scuppers,<br>and Gutters | <u>01 January to 31 December</u><br>as Specified in Enclosure IX<br>(total of 149 occurrences)           |
| F. | Semi-Annual Base Clean-Up                                    | Two per year   |

**\*\* NOTE:** This schedule does not constitute a contractual requirement. It has been prepared as a guide to utilize with the Schedule of Deductions in Section E of the Solicitation. Should there be a conflict between this document and the Statement of Work, the Statement of Work shall take precedence.

## **PERFORMANCE REQUIREMENTS SUMMARY TABLE**

The purpose of this attachment is to:

- a. List the contract requirements and work requirements considered most critical to satisfactory contract performance (See PRS Column 1).
- b. Summarize the standards of performance in the specification for each specified work requirement (See PRS Column 2).
- c. Provide maximum allowable defect rates (MADRs) for each work requirement (See PRS Column 3). The MADR is the defect rate in a population of services which, when exceeded, indicates that the Contractor's quality control is unsatisfactory. The MADR does not represent a threshold for payment deductions. Deductions are taken for all defects (with appropriate credit for re-work) regardless of whether the MADR was exceeded.
- d. Specify the percentage (weight) of contract requirement attributable to each listed work requirement (See PRS Column 4).

**PERFORMANCE REQUIREMENTS SUMMARY TABLE**

|  | <b>WORK<br/>REQUIREMENTS</b> | <b>STANDARDS OF<br/>PERFORMANCE</b>  | <b>MAX ALLOW<br/>DEFECT<br/>RATE</b> | <b>WEIGHT</b>                               |
|--|------------------------------|--|--------------------------------------|---|
|  | <b>(Column 1)</b>            | <b>(Column 2)</b>  | <b>(Column 3)</b>                    | <b>(Column 4)</b>                           |
| <b><i>TRANSPORTATION EQUIPMENT MANAGEMENT, OPERATIONS, AND MAINTENANCE</i></b>   |                              |  |                                      |   |
| CONTRACT REQUIREMENT: FUEL PROCUREMENT (SOW PARA. 3.3.3 – 3.3.3.8)   |                              |  |                                      |   |
| A.   | Quality of Work*             | Proper procedures followed, Tanks maintained at 50% capacity   | 3%                                   | 85% Item 1.a.,<br>Schedule of<br>Deductions |
| B.   | Fuel Records                 | Completed in accordance with the requirements set forth  | 5%                                   | 15% Item 1.a.,<br>Schedule of<br>Deductions |
| CONTRACT REQUIREMENT: VEHICLE DISPATCHING AND CONTROL<br>(SOW PARA. 3.3.4 – 3.3.4.5, 3.3.4.7 AND 3.3.4.8)                            |                              |  |                                      |   |
| A.   | Quality of Service*          | Scheduled services confirmed 8 hours prior to pickup; picked up passenger at requested time; Control of vehicles maintained; proper procedures followed. | 3%                                   | 85% Item 1.b.,<br>Schedule of<br>Deductions |
| B.   | Records and Logs             | Completed in accordance with the requirements set forth.   | 5%                                   | 15% Item 1.b.,<br>Schedule of<br>Deductions |
| CONTRACT REQUIREMENT: SCHEDULED SHUTTLE BUS AND<br>OTHER MOTOR VEHICLE OPERATION SERVICES<br>(SOW PARA. 3.3.5 – 3.3.5.1.3 AND 3.3.6) |                              |  |                                      |   |
| A.   | Timeliness                   | In accordance with the required schedule   | 3%                                   | 15% Item 1.c.,<br>Schedule of<br>Deductions |
| B.   | Quality of Work*             | Services performed in accordance with the requirements set forth   | 3%                                   | 70% Item 1.c.,<br>Schedule of<br>Deductions |
| C.   | Required Reports and Permits | Accidents reported properly, special hauling permits obtained  | 5%                                   | 15% Item 1.c.,<br>Schedule of<br>Deductions |

| CONTRACT REQUIREMENT: PREVENTATIVE MAINTENANCE ON TRANSPORTATION EQUIPMENT (SOW PARA. 3.3.8 – 3.3.8.6 AND 3.3.9.1 – 3.3.9.3) |                                 |  |    |   |
|--|---------------------------------|--|----|---|
| A.   | Timeliness                      | In accordance with required schedule, Replacement parts available as specified, repairs initiated as specified   | 5% | 15% Item 1.d., Schedule of Deductions       |
| B.   | Quality of Work*                | Maintenance reliable and vehicles meet applicable state vehicle safety inspection requirements   | 3% | 70% Item 1.d., Schedule of Deductions       |
| C.   | Required Documentation Prepared | SRO's prepared each time and in accordance with NAVFAC P-300, out of service equipment list kept up to date,   | 5% | 15% Item 1.d., Schedule of Deductions       |
| CONTRACT REQUIREMENT: VEHICLE AND EQUIPMENT CLEANLINESS (SOW PARA. 3.3.9 – 3.3.9.3)  |                                 |  |    |   |
| A.   | Timeliness                      | In accordance with required schedule; Explosives – weekly; Other vehicles and equipment – at time of regularly scheduled maintenance   | 5% | 20% Items 1.e. & f., Schedule of Deductions |
| B.   | Quality of Work*                | Interiors kept free from loose soil and debris, streaks, fingerprints, smudges, dirt, foreign matter. Exterior's waxed, swept/vacuumed, kept free from mud, dirt, road tar, film, oil, bird droppings, bugs, watermarks, and other debris. | 3% | 80% Items 1.e. & f., Schedule of Deductions |
| CONTRACT REQUIREMENT: MAINTENANCE OF SNOW EQUIPMENT (SOW PARA. 3.3.9.2 AND 3.3.13)   |                                 |  |    |   |
| A.   | Timeliness                      | Cleaned & inspected immediately following each use, repairs initiated immediately  | 5% | 20% Items 1.e. & f., Schedule of Deductions |
| B.   | Quality of Work*                | Minimum of 4 snow plows, 3 truck salt spreaders, and 4 sidewalk tractors are ready at all times starting 01 November through 31 March;   | 3% | 80% Items 1.e. & f., Schedule of Deductions |
| <b>GROUNDS MAINTENANCE</b>   |                                 |  |    |   |
| CONTRACT REQUIREMENT: GRASS CUTTING (SOW PARA. 3.4.2.1)  |                                 |  |    |   |
| A.   | Timeliness                      | Attachment No. (2) and Contractor's Approved Schedule.   | 2% | 20% Item 2.a Schedule of Deductions         |

|   |                                |  |    |                                      |
|---|--------------------------------|--|----|--------------------------------------|
| B.  | Debris Removed                 | Collected prior to cutting, removed from site, no clippings left on walks, streets, etc. same day. | 2% | 10% Item 2.a. Schedule of Deductions |
| C.  | Grass cut*                     | Uniform height between 2 and 3½ inches, clippings distributed.                                     | 2% | 70% Item 2.a. Schedule of Deductions |
| CONTRACT REQUIREMENT: TRIMMING (SOW PARA. 3.4.2.2)  |                                |  |    |                                      |
| A.  | Timeliness                     | Attachment No. (2) and Contractor's Approved Schedule.   | 2% | 20% Item 2.b. Schedule of Deductions |
| B.  | Area Trimmed*                  | Matches height and appearance of surrounding mowed area.   | 2% | 70% Item 2.b. Schedule of Deductions |
| C.  | Debris Removed                 | Collected prior to cutting, removed from site, no clippings left on walks, streets, etc. same day. | 2% | 10% Item 2.b. Schedule of Deductions |
| CONTRACT REQUIREMENT: EDGING (SOW PARA. 3.4.2.3)  |                                |  |    |                                      |
| A.  | Timeliness                     | Attachment No. (2) and Contractor's Approved Schedule.   | 2% | 10% Item 2.c. Schedule of Deductions |
| B.  | Quality edging*                | Clear zone provided ½" wide by 1" deep, vegetation removed from cracks and joints.                 | 2% | 75% Item 2.c. Schedule of Deductions |
| C.  | Vegetation and debris removed* | Debris from edging removed off-site same day.  | 2% | 15% Item 2.c. Schedule of Deductions |
| CONTRACT REQUIREMENT: CULTIVATION AND MULCHING OF FLOWER, SHRUB AND TREE BEDS (SOW PARA. 3.4.3 AND 3.4.3.1) |                                |  |    |                                      |
| A.  | Timeliness                     | Attachment No. (2) and Contractor's Approved Schedule.   | 3% | 10% Item 2.d. Schedule of Deductions |



|  |                         |  |    |                                      |
|--|-------------------------|--|----|--------------------------------------|
| C.   | Quality of Mulching**   | Same or similar type of mulch to between 3 and 4" in depth.  | 3% | 30% Item 2.d. Schedule of Deductions |
| CONTRACT REQUIREMENT: REPLACEMENT OF FLOWERS (SOW PARA. 3.4.3.2)               |                         |  |    |                                      |
| A.   | Timeliness              | Plants removed and replaced at the proper times, in accordance with Attachment (2) and the Contractor's approved schedule.                                     | 2% | 30% Item 2.e. Schedule of Deductions |
| B.   | Quality Work**          | Unearthed flower bulbs, removed dead & unwanted flowers; provided acceptable plan, supervision and labor for procurement and maintenance of new bulbs/flowers; | 2% | 70% Item 2.e. Schedule of Deductions |
| CONTRACT REQUIREMENT: WEED CONTROL (SOW PARA. 3.4.3.3.1 – 3.4.3.3.4 AND 3.5.1) |                         |  |    |                                      |
| A.   | Timeliness              | Attachment No. (2) and Contractor's Approved Schedule.   | 2% | 10% Item 2.f. Schedule of Deductions |
| B.   | Quality of Work*        | In conformance with quality standards, control levels, and procedures specified.   | 5% | 70% Item 2.f. Schedule of Deductions |
| C.   | Pest management records | Completed in accordance with requirements specified.   | 5% | 20% Item 2.f. Schedule of Deductions |
| CONTRACT REQUIREMENT: FERTILIZATION (SOW PARA. 3.4.4)                          |                         |  |    |                                      |
| A.   | Timeliness              | Attachment (2) and Contractor's approved schedule  | 3% | 10% Item 2.g. Schedule of Deductions |
| B.   | Proper application*     | Proper application rate, correct fertilizer used, uniform application  | 3% | 90% Item 2.g. Schedule of Deductions |
| CONTRACT REQUIREMENT: IRRIGATION (SOW PARA. 3.4.5)                             |                         |  |    |                                      |
| A.   | Timeliness              | Attachment (2) and Contractor's approved schedule  | 3% | 20% Item 2.h. Schedule of Deductions |

|   |                            |  |    |  |
|---|----------------------------|--|----|--|
| B.  | Quality of Work**          | Proper application rate, application in accordance with required procedures  | 3% | 80% Item 2.h. Schedule of Deductions         |
| <b>CONTRACT REQUIREMENT: TREE AND SHRUB PRUNING (SOW PARA. 3.4.6)</b>                           |                            |  |    |  |
| A.  | Timeliness                 | Attachment (2) and Contractor's approved schedule  | 3% | 10% Item 2.i. Schedule of Deductions         |
| B.  | Properly Pruned*           | Plant balanced and formed; extraneous, dead/diseased, and new growth removed; area reduced; doors, windows, walks clear                                  | 3% | 75% Item 2.i. Schedule of Deductions         |
| C.  | Debris Removed             | Debris from pruning removed from site same day   | 3% | 15% Item 2.i. Schedule of Deductions         |
| <b>CONTRACT REQUIREMENT: MISCELLANEOUS FIRM FIXED-PRICE SERVICES (SOW PARA. 3.4.7 – 3.4.12)</b> |                            |  |    |  |
| A.  | Timeliness                 | Attachment (2) and Contractor's approved schedule  | 5% | 10% Item 3. Schedule of Deductions           |
| B.  | Quality Work*              | Work performed in conformance with specified quality standards.  | 5% | 90% Item 3. Schedule of Deductions           |
| <b><i>PEST CONTROL</i></b>  |                            |  |    |  |
| <b>CONTRACT REQUIREMENT: SERVICE CALLS (SOW PARA. 3.5 – 3.5.12.3)</b>                           |                            |  |    |  |
| A.  | Timely Service             | Initial inspection and treatment within four (4) hours for emergency calls and 48 hours for routine calls. Control achieved during the specified period. | 3% | 20% Item 4.a. & 4.b., Schedule of Deductions |
| B.  | Quality Of Work*           | In conformance with quality standards, control levels, and IPM procedures specified  | 3% | 60% Item 4.a. & 4.b., Schedule of Deductions |
| C.  | Proper Procedures Followed | Completed work in accordance with procedures spelled out in Statement of Work  | 5% | 10% Item 4.a. & 4.b., Schedule of Deductions |

|  |                               |   |    |  |
|--|-------------------------------|---|----|--|
| D.   | Daily Pest Management Records | Completed in accordance with OPNAVINST 6250.3F and other applicable documents       | 5% | 10% Item 4.a. & 4.b., Schedule of Deductions |
| CONTRACT REQUIREMENT: SCHEDULED HOUSEHOLD AND NUISANCE PEST CONTROL<br>(SOW PARA 3.5 – 3.5.9.4.3)  |                               |   |    |  |
| A.   | Timely Service                | Completed as scheduled  | 3% | 15% Item 4.b., Schedule of Deductions        |
| B.   | Quality of Work*              | In conformance with quality standards, control levels, and IPM procedures specified | 3% | 75% Item 4.c., Schedule of Deductions        |
| C.   | Daily Pest Management Records | Completed in accordance with OPNAVINST 6250.3F and remaining applicable documents   | 5% | 10% Item 4.c., Schedule of Deductions        |
| CONTRACT REQUIREMENT: UNSCHEDULED MISCELLANEOUS PEST CONTROL<br>(SOW PARA 3.5.10 – 3.5.10.5)   |                               |   |    |  |
| A.   | Timely Service                | Services provided within specified period after call (order)                        | 3% | 10% Item 4.d., Schedule of Deductions        |
| B.   | Quality of Work*              | In conformance with quality standards, control levels, and IPM procedures specified | 3% | 80% Item 4.d., Schedule of Deductions        |
| C.   | Daily Pest Management Records | Completed in accordance with OPNAVINST 6250.3F and remaining applicable documents   | 5% | 10% Item 4.d., Schedule of Deductions        |
| <p>* Excluding "Daily Pest Management Records", unsatisfactory performance of this work requirement will result in an unsatisfactory rating for the entire contract requirement.</p> <p>** Unsatisfactory performance of either of these two work requirements will result in timeliness being rated unsatisfactory.</p> |                               |   |    |  |

02 February 1998

**REQUIREMENTS FOR ON-SITE CONTRACTORS**

## **TABLE OF CONTENTS**

|   |          |
|---|----------|
| <b>1. ACCESS TO NRL</b>   | <b>1</b> |
| <b>2. NRL HOURS OF OPERATION AND HOLIDAY SCHEDULE</b>   | <b>1</b> |
| <b>3. INFORMATION REGARDING SPONSORSHIP OF NON-US CITIZENS ASSIGNED TO THIS PROJECT</b>   | <b>2</b> |
| <b>4. ON-SITE PERSONNEL</b>   | <b>2</b> |
| <b>5. CONTRACTOR OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM COMPLIANCE</b>  | <b>3</b> |
| <b>6. RADIATION SAFETY</b>  | <b>3</b> |
| <b>7. ACQUISITION AND HANDLING OF AMMUNITION, ENERGETIC, AND EXPLOSIVE MATERIALS/ORDNANCE/DEVICES, PYROPHORICS, AND INERT ITEMS</b> | <b>5</b> |
| <b>8. HAZARDOUS MATERIAL CONTROL AND MANAGEMENT</b>   | <b>6</b> |
| <b>9. EXPOSURE TO HAZARDOUS MATERIALS</b>   | <b>6</b> |
| <b>10. ON-SITE “HOT-WORK”</b>   | <b>7</b> |
| <b>11. ENVIRONMENTAL POLLUTION PROTECTION</b>   | <b>7</b> |

## **1. ACCESS TO NRL**

### **(a) PARKING/DELIVERIES**

Parking at all Naval Research Laboratory (NRL) sites may be limited. This may require the Contractor to provide alternate means of transportation to and from the site. Contracts that will require deliveries of construction type building material or heavy equipment and contractor escorts should contact the security individual listed in Section G of the contract to make prior arrangements for admission to the NRL.

### **(b) BADGES AND CAR PASSES**

The Contractor shall return all personnel security badges, vehicle passes, or keys issued to the Contracting Officer's Representative (COR) named in Section G of the contract. Badges and vehicle passes shall be returned at the completion of technical performance of the contract regardless of the expiration date of the badge or pass.

### **(c) TEXTBOOKS AND/OR REFERENCE MATERIALS**

The Contractor shall return all textbooks and reference materials checked out from any NRL Library to that Library at the completion of the individual's performance or contract performance in accordance with NRLINST 12290.1B dated 1 October 1991.

## **2. NRL HOURS OF OPERATION AND HOLIDAY SCHEDULE**

All or a portion of the effort under this contract will be performed on a Government Installation. The normal work week will be established by the COR named in Section G of the contract. No deviation in the normal established work week will be permitted without express advance approval in writing by the COR. In the event that the Contractor fails to observe the established work week, any costs incurred by the Government resulting there from shall be chargeable to the Contractor.

The following federal holidays are authorized exceptions to the normal work week

| <b><u>NAME OF HOLIDAY</u></b> | <b><u>TIME OF OBSERVANCE</u></b> |
|-------------------------------|----------------------------------|
| New Year's Day                | 1 January                        |
| Martin Luther King Jr. Day    | Third Monday in January          |
| Presidents Day                | Third Monday in February         |
| Memorial Day                  | Last Monday in May               |
| Independence Day              | 4 July                           |
| Labor Day                     | First Monday in September        |
| Columbus Day                  | Second Monday in October         |

**Veteran's Day  
Thanksgiving Day  
Christmas Day**

**11 November  
Fourth Thursday in November  
25 December**

**Any other day designated by federal statute, Executive Order, or Presidential Proclamation.**

**In the event that any of the above holidays occur on Saturday or Sunday, the holiday must be observed by the Contractor in accordance with the practice observed by the assigned Government employees at the using activity.**

**Contractor personnel performing work under this contract at any NRL site shall limit their observation of holidays to those set forth above. In the event Contractor personnel work during a holiday other than those above, no form of holiday or other premium compensation will be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work.**

**When any NRL site grants emergency administrative leave to its Government employees, Contractor personnel performing effort at that NRL site must also be dismissed. However, the contractor shall continue to provide sufficient personnel to perform requirements of critical efforts already in progress or scheduled at the Laboratory.**

### **3. INFORMATION REGARDING SPONSORSHIP OF NON-US CITIZENS ASSIGNED TO THIS PROJECT**

**Before allowing a non-U.S. citizen access to information required to perform this contract, to information generated in performance of the Statement of Work of the contract, or to a Government facility in connection with the work, the Contractor shall obtain written approval from the Security official listed in Section G of the contract.**

### **4. ON-SITE PERSONNEL**

**Within 60 days after date of contract award, the contractor shall submit to their cognizant Defense Contract Audit Agency (DCAA) a list containing the names of personnel working under the contract on the NRL site. The contractor shall submit an updated list to DCAA on an annual basis thereafter.**

**If the contractor has more than one contract requiring on-site work, the annual updated list may be consolidated to include all contracts by number and the names of the on-site personnel working with each.**

**This requirement does not apply to firm-fixed-price contracts unless the contract requires a specified level of effort to be provided over a stated period of time.**

## **5. CONTRACTOR OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM COMPLIANCE**

The Contractor is responsible for their employee's safety and health and must abide by the appropriate federal and state Department of Labor Occupational Safety and Health Administration standards for program compliance. Section 20 of the Construction and General Industry standards requires a contractor to have a safety program and provide it to the Safety Individual named in Section G of the contract, if applicable.

## **6. RADIATION SAFETY**

### **(a) OCCUPATIONAL EXPOSURE TO RADIATION**

In accordance with NAVMED P-5055, medical examinations may be required for contractor personnel being considered for routine assignment to duties or occupations under this contract that require exposure to ionizing radiation or the handling of radioactive materials.

The Contractor is responsible for ensuring required medical examination(s) is/are conducted. The examinations such as Preplacement Examinations (PE), Reexamination (RE), Situational Examinations (SE), and Termination Examinations (TE) will be conducted in accordance with NAVMED P-5055.

As a result of this examination a pass/fail determination shall be made by the Examining Physician and a written report identifying the type of examination (PE, RE, SE, TE) and the results (pass/fail) forwarded no later than 45 days after each examination to the NRL, Attn: Safety Branch, Code 1240 (for the NRL DC site) and to the NRL-SSC, ATTN: Code 7030.5 (for the NRL site at Stennis Space Center, MS.).

For any work to be performed at any NRL site, contractor personnel may be required to wear an NRL issued radiation dosimeter. A radiation dosimeter will not be issued to any contractor personnel until the written test report indicating that the employee passed the examination is received by the Safety code as noted in the above paragraph.

For contracts already in place, a Preplacement examination shall be performed within 60 days.

### **(b) RADIOACTIVE MATERIAL OR RADIATION PRODUCING DEVICES**

The Contractor shall notify in writing the NRL Safety Branch, Code 1240 (for the NRL DC site) and NRL-SSC, Code 7030.5 (for the NRL Stennis Space Center, MS site) at least two(2) weeks in advance of all shipments to and from any NRL site of radioactive material or radiation producing devices (e.g., x-ray machines). Shipments of radioactive material received without notification may be returned to the point of origin.



### **(c) LASER SAFETY**

In accordance with OPNAVINST 5100.23D, medical examinations are required for contractor personnel being considered for routine assignment to duties or occupations under this contract that requires work with Class 3B, Class 4 and certain Class 3A lasers.

The Contractor is responsible for ensuring the required medical examinations(s) is/are conducted. The examinations such as Preplacement Examinations (PE), Reexamination (RE), Situational Examinations (SE), and Termination Examinations (TE) will be conducted in accordance with NAVMEDCOMINST 6470.2A.

As a result of this examination, a pass/fail determination will be made by the Examining Physician and a written report identifying the type of examination (PE, RE, SE, TE) and the results (pass/fail) forwarded no later than 45 days after each examination to NRL, Attn: Safety Branch, Code 1240 (for the NRL DC site) and to the NRL-SSC, ATTN: Code 7030.5 (for the NRL site at Stennis Space Center, MS.).

For contracts already in place, a Preplacement examination shall be performed with 60 days.

In addition to medical examinations, initial laser safety training is required to work with Class 3B, Class 4 and certain Class 3A lasers. Annual refresher training is also required for these systems. Contact the Safety Branch, Code 1240 (for the NRL DC site) and contact the NRL-SSC, ATTN: Code 7030.5 (for the NRL site at Stennis Space Center, MS.) for details of the training and medical surveillance programs.

### **(d) RADIOFREQUENCY SAFETY**

In accordance with OPNAVINST 5100.23D, all contractor personnel being considered for routine assignment to duties or occupations under this contract that require work with systems that emit radiofrequency (RF) radiation above the permissible exposure limits of DOD INST 6055.11 shall receive initial and annual safety training. Contact the Safety Branch, Code 1240 (for the NRL DC site) and contact the NRL-SSC, ATTN: Code 7030.5 (for the NRL site at Stennis Space Center, MS.) for details of the training program.

**7. ACQUISITION AND HANDLING OF AMMUNITION, ENERGETIC, AND EXPLOSIVE MATERIALS/ORDNANCE/DEVICES, PYROPHORICS, AND INERT ITEMS**

The Contractor is responsible for ensuring that its personnel comply with the safety regulations and instructions in NAVSEA OP5, Volume 1, Ammunition and Explosives Ashore, NAVSEAINST 8020.9 and NRLINST 8020.1 when working with ammunition, energetic or explosive materials or devices.

The contractor shall:

- (a) Certify his/her employees are trained and qualified.
- (b) Provide a letter to the COR stating that the employees who use explosives (or who supervise employees who work with explosives) are trained and qualified to perform the work.
- (c) Renew the certification annually and whenever operations are significantly changed.

The report shall include the following information for each purchase:

- (1) Name, nomenclature of the material(s), or devices;
- (2) Quantity;
- (3) Name of the COR or TM listed in Section G of your contract including the COR's or TM's division code;
- (4) Location where chemicals will be stored;
- (5) Contract number;
- (6) Material Safety Data Sheet for each item;
- (7) Date of shipment and anticipated delivery date.

Chemical purchases, for purposes of this clause, means all chemicals regardless of their usage.

The contractor shall notify in writing the NRL Safety Officer, Code 1240 (for the NRL DC site) and the NRL-SSC, ATTN: Code 7030.5 (for the NRL site at Stennis Space Center, MS.) at least 2 weeks in advance of all shipments to NRL of energetic or explosive materials, explosive ordnance/devices, pyrophorics and pyrotechnics. Shipments received without notification will be returned to the point of origin.

The contractor shall notify the NRL Safety Officer, Code 1240 (for the NRL DC site) and the NRL-SSC, ATTN: Code 7030.5 (for the NRL site at Stennis Space Center, MS.) of shipments of empty, inert, or "dummy" explosive devices 24 hours before their arrival at NRL. Appropriate documentation must accompany each item or they will be returned to the point of origin.

## **8. HAZARDOUS MATERIAL CONTROL AND MANAGEMENT**

See the contract clause entitled “Hazardous Material Identification and Material Safety Data” (FAR 52.223-3) for definition of “hazardous material.”

For purpose of complying with the contract clause entitled “Hazardous Material Identification and Material Safety Data,” any hazardous material used or stored by the contractor at any NRL site shall be considered to be delivered under this contract.

After contract award, MSDSs required by the contract clause shall be submitted to the COR named in Section G of the contract and NRL Safety Branch, ATTN: Code 1240(for the NRL DC site) and to the NRL-SSC, ATTN: Code 7030.5 (for the NRL site at Stennis Space Center, MS.).

The contractor shall comply with NRLINST 4110.1A, NRL Hazardous Material Control and Management (HMC&M), when using or storing hazardous material at any NRL site. Copies of the instruction may be obtained from NRL Safety Branch, Code 1240, (202) 767-2232(for the NRL DC site) and from NRL-SSC, ATTN: Code 7030.5 , (601) 688-5561(for the NRL site at Stennis Space Center, MS.).

If hazardous material is to be used or stored by the contractor at any NRL site, the contractor shall provide the following information to the COR at the time the material is ordered or no later than the time the materials are delivered to any NRL site.

- a. A copy of the MSDS for each HM used or stored at NRL. (In addition, contractors must ensure that MSDSs are available at a central location in the workplace).
- b. The precautionary measures implemented to protect personnel using HM.
- c. The labeling system used by the contractor. (The labeling system must meet the requirements of 29 CFR 1910.1200 and 29 CFR 1910.1450.
- d. The procedures used to evaluate personnel exposure.
- e. An inventory of all HM used or stored at NRL. (For each chemical, the inventory must include location, quantity at NRL and chemical name).

## **9. EXPOSURE TO HAZARDOUS MATERIALS**

In accordance with 29 CFR 1910.1200, the Contractor is hereby advised that a wide variety of hazardous materials are used and stored at the NRL and that some contractor personnel may be exposed to these materials under normal working conditions or foreseeable emergencies. MSDSs for materials currently used at NRL are available at the NRL Safety office. The NRL

Safety office may also be contacted for information on the hazardous material labeling system used in the NRL workplace and for required protective measures to be observed by the contractor personnel when working with or near such materials. It is the responsibility of the contractor to provide information and training to their employees as required in 29 CFR 1910.1200(h). (Ref: NRLINST 4110.1A).

#### **10. ON-SITE "HOT-WORK"**

Whenever performing hot-work, such as soldering, welding or cutting with open flame torches, on any NRL, Washington, D. C. site, the contractor is required to coordinate with the following prior to beginning work:

- (1) Resident Officer-in-Charge of Construction (ROICC-9040)  
Phone (202) 767-1037
- (2) Naval District Washington Fire Department (Code 1250)  
Fire Protection Inspector, (202) 685-0209/0211.

Whenever performing hot work, such as soldering, welding or cutting with open flame torches, on at the NRL-SSC site, the contractor is required to coordinate with the following prior to beginning work:

- (1) National Space and Aeronautics Administration  
John C. Stennis Space Center Fire Department  
Phone (601) 688-3639

#### **11. ENVIRONMENTAL POLLUTION PROTECTION**

The contractor shall comply with environmental protection laws (EPA) including the Clean Water Act, Clean Air Act, Resource Conservation and Recovery Act and Federal Facility Compliance Act. Inspections by an EPA agency official may include questioning of the contractor personnel that are working with or have knowledge of hazardous materials and waste. Contractors are required to provide environmental training and maintain the appropriate documentation for Federal, State and local regulations.



## WAGE DETERMINATION NO: 94-2103 REV (17) AREA: DC,DISTRICT-WIDE

WAGE DETERMINATION NO: 94-2103 REV (17) AREA: DC,DISTRICT-WIDE

\*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*

REGISTER OF WAGE DETERMINATION UNDER | U.S. DEPARTMENT OF LABOR  
 THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
 By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
 | Washington, D.C. 20210

Division of | Wage Determinations | Wage Determination No.: 94-2103  
 | Date of Last Revision: 07/09/1998

State): District of Columbia, Maryland, Virginia

Areas: Maryland COUNTIES OF Calvert, Charles, Frederick, Montgomery,  
 Prince George's, St Mary's  
 Virginia COUNTIES OF Arlington, Fairfax, Fauquier, King George,  
 Loudoun, Prince William, Stafford, Alexandria, Falls Church

\*\* Fringe Benefits Required For All Occupations Included In  
 This Wage Determination Follow The Occupational Listing \*\*

| OCCUPATION CODE AND TITLE                        | MINIMUM HOURLY WAGE |
|--|---------------------|
| Administrative Support and Clerical Occupations: |                     |
| 01011 Accounting Clerk I                         | \$ 8.79             |
| 01012 Accounting Clerk II                        | \$ 10.28            |
| 01013 Accounting Clerk III                       | \$ 12.15            |
| 01014 Accounting Clerk IV                        | \$ 14.16            |
| 01030 Court Reporter                             | \$ 13.22            |
| 01050 Dispatcher, Motor Vehicle                  | \$ 13.85            |
| 01060 Document Preparation Clerk                 | \$ 10.25            |
| 01070 Messenger (Courier)                        | \$ 7.82             |
| 01090 Duplicating Machine Operator               | \$ 10.25            |
| 01110 Film/Tape Librarian                        | \$ 12.88            |
| 01115 General Clerk I                            | \$ 7.82             |
| 01116 General Clerk II                           | \$ 9.17             |
| 01117 General Clerk III                          | \$ 10.25            |
| 01118 General Clerk IV                           | \$ 14.31            |
| 01120 Housing Referral Assistant                 | \$ 14.82            |
| 01131 Key Entry Operator I                       | \$ 10.05            |
| 01132 Key Entry Operator II                      | \$ 11.23            |
| 01191 Order Clerk I                              | \$ 11.26            |
| 01192 Order Clerk II                             | \$ 12.44            |
| 01261 Personnel Assistant (Employment) I         | \$ 10.33            |
| 01262 Personnel Assistant (Employment) II        | \$ 11.28            |
| 01263 Personnel Assistant (Employment) III       | \$ 13.00            |
| 01264 Personnel Assistant (Employment) IV        | \$ 15.50            |
| 01270 Production Control Clerk                   | \$ 14.82            |
| 01290 Rental Clerk                               | \$ 12.08            |
| 01300 Scheduler, Maintenance                     | \$ 12.08            |
| 01311 Secretary I                                | \$ 12.08            |
| 01312 Secretary II                               | \$ 13.22            |
| 01313 Secretary III                              | \$ 14.82            |
| 01314 Secretary IV                               | \$ 16.86            |
| 01315 Secretary V                                | \$ 18.96            |
| 01320 Service Order Dispatcher                   | \$ 12.08            |
| 01341 Stenographer I                             | \$ 13.26            |
| 01342 Stenographer II                            | \$ 14.87            |
| 01400 Supply Technician                          | \$ 16.86            |
| 01420 Survey Worker (Interviewer)                | \$ 13.22            |

|   |          |
|---|----------|
| 01460 Switchboard Operator-Receptionist       | \$ 10.28 |
| 01510 Test Examiner                           | \$ 13.22 |
| 01520 Test Proctor                            | \$ 13.22 |
| 01531 Travel Clerk I                          | \$ 8.64  |
| 01532 Travel Clerk II                         | \$ 9.33  |
| 01533 Travel Clerk III                        | \$ 10.05 |
| 01611 Word Processor I                        | \$ 10.48 |
| 01612 Word Processor II                       | \$ 12.05 |
| 01613 Word Processor III                      | \$ 14.95 |
| Automatic Data Processing Occupations:        |          |
| 03010 Computer Data Librarian                 | \$ 9.97  |
| 03041 Computer Operator I                     | \$ 10.23 |
| 03042 Computer Operator II                    | \$ 12.06 |
| 03043 Computer Operator III                   | \$ 14.62 |
| 03044 Computer Operator IV                    | \$ 16.53 |
| 03045 Computer Operator V                     | \$ 17.79 |
| 03071 Computer Programmer I 1/                | \$ 14.46 |
| 03072 Computer Programmer II 1/               | \$ 16.97 |
| 03073 Computer Programmer III 1/              | \$ 19.87 |
| 03074 Computer Programmer IV 1/               | \$ 23.04 |
| 03101 Computer Systems Analyst I 1/           | \$ 17.93 |
| 03102 Computer Systems Analyst II 1/          | \$ 23.32 |
| 03103 Computer Systems Analyst III 1/         | \$ 27.12 |
| 03160 Peripheral Equipment Operator           | \$ 9.97  |
| Automotive Service Occupations:               |          |
| 05005 Automobile Body Repairer, Fiberglass    | \$ 18.39 |
| 05010 Automotive Glass Installer              | \$ 16.45 |
| 05040 Automotive Worker                       | \$ 16.45 |
| 05070 Electrician, Automotive                 | \$ 17.44 |
| 05100 Mobile Equipment Servicer               | \$ 14.43 |
| 05130 Motor Equipment Metal Mechanic          | \$ 18.39 |
| 05160 Motor Equipment Metal Worker            | \$ 16.45 |
| 05190 Motor Vehicle Mechanic                  | \$ 18.46 |
| 05220 Motor Vehicle Mechanic Helper           | \$ 13.38 |
| 05250 Motor Vehicle Upholstery Worker         | \$ 15.47 |
| 05280 Motor Vehicle Wrecker                   | \$ 16.45 |
| 05310 Painter, Automotive                     | \$ 17.44 |
| 05340 Radiator Repair Specialist              | \$ 16.45 |
| 05370 Tire Repairer                           | \$ 14.43 |
| 05400 Transmission Repair Specialist          | \$ 18.39 |
| Food Preparation and Service Occupations:     |          |
| 07010 Baker                                   | \$ 11.47 |
| 07041 Cook I                                  | \$ 10.06 |
| 07042 Cook II                                 | \$ 11.47 |
| 07070 Dishwasher                              | \$ 7.23  |
| 07100 Food Service Worker (Cafeteria Worker)  | \$ 7.23  |
| 07130 Meat Cutter                             | \$ 11.47 |
| 07250 Waiter/Waitress                         | \$ 7.89  |
| Furniture Maintenance and Repair Occupations: |          |
| 09010 Electrostatic Spray Painter             | \$ 17.44 |
| 09040 Furniture Handler                       | \$ 12.13 |
| 09070 Furniture Refinisher                    | \$ 17.44 |
| 09100 Furniture Refinisher Helper             | \$ 13.38 |
| 09110 Furniture Repairer, Minor               | \$ 15.47 |
| 09130 Upholsterer                             | \$ 17.44 |
| General Service and Support Occupations:      |          |
| 11030 Cleaner, Vehicles                       | \$ 7.23  |
| 11060 Elevator Operator                       | \$ 7.23  |
| 11090 Gardener                                | \$ 10.06 |
| 11121 Housekeeping Aide I                     | \$ 6.44  |
| 11122 Housekeeping Aide II                    | \$ 7.26  |
| 11150 Janitor                                 | \$ 7.23  |
| 11210 Laborer, Grounds Maintenance            | \$ 7.89  |
| 11240 Maid or Houseman                        | \$ 6.39  |
| 11270 Pest Controller                         | \$ 10.79 |

|   |          |
|---|----------|
| 11300 Refuse Collector  | \$ 7.23  |
| 11330 Tractor Operator  | \$ 9.33  |
| 11360 Window Cleaner  | \$ 7.89  |
| Health Occupations:   |          |
| 12020 Dental Assistant  | \$ 10.26 |
| 12040 Emergency Medical Technician/Paramedic Ambulance Driver | \$ 10.42 |
| 12071 Licensed Practical Nurse I                              | \$ 12.69 |
| 12072 Licensed Practical Nurse II                             | \$ 14.25 |
| 12073 Licensed Practical Nurse III                            | \$ 15.95 |
| 12100 Medical Assistant                                       | \$ 9.17  |
| 12130 Medical Laboratory Technician                           | \$ 9.17  |
| 12160 Medical Record Clerk                                    | \$ 9.17  |
| 12190 Medical Record Technician                               | \$ 12.71 |
| 12221 Nursing Assistant I                                     | \$ 7.28  |
| 12222 Nursing Assistant II                                    | \$ 8.18  |
| 12223 Nursing Assistant III                                   | \$ 10.48 |
| 12224 Nursing Assistant IV                                    | \$ 11.77 |
| 12250 Pharmacy Technician                                     | \$ 11.44 |
| 12280 Phlebotomist  | \$ 9.17  |
| 12311 Registered Nurse I                                      | \$ 15.88 |
| 12312 Registered Nurse II                                     | \$ 17.80 |
| 12313 Registered Nurse II, Specialist                         | \$ 19.65 |
| 12314 Registered Nurse III                                    | \$ 21.55 |
| 12315 Registered Nurse III, Anesthetist                       | \$ 21.55 |
| 12316 Registered Nurse IV                                     | \$ 25.83 |
| Information and Arts Occupations:                             |          |
| 13002 Audiovisual Librarian                                   | \$ 16.86 |
| 13011 Exhibits Specialist I                                   | \$ 15.11 |
| 13012 Exhibits Specialist II                                  | \$ 18.90 |
| 13013 Exhibits Specialist III                                 | \$ 23.27 |
| 13041 Illustrator I   | \$ 15.11 |
| 13042 Illustrator II  | \$ 18.90 |
| 13043 Illustrator III   | \$ 23.27 |
| 13047 Librarian   | \$ 18.96 |
| 13050 Library Technician                                      | \$ 13.22 |
| 13071 Photographer I  | \$ 13.46 |
| 13072 Photographer II   | \$ 15.11 |
| 13073 Photographer III  | \$ 18.90 |
| 13074 Photographer IV   | \$ 23.27 |
| 13075 Photographer V  | \$ 25.60 |
| Laundry, Drycleaning, Pressing and Related Occups:            |          |
| 15010 Assembler   | \$ 6.51  |
| 15030 Counter Attendant                                       | \$ 6.51  |
| 15040 Dry Cleaner   | \$ 8.04  |
| 15070 Finisher, Flatwork, Machine                             | \$ 6.51  |
| 15090 Presser, Hand   | \$ 6.51  |
| 15100 Presser, Machine, Drycleaning                           | \$ 6.51  |
| 15130 Presser, Machine, Shirts                                | \$ 6.51  |
| 15160 Presser, Machine, Wearing Apparel, Laundry              | \$ 6.51  |
| 15190 Sewing Machine Operator                                 | \$ 9.09  |
| 15220 Tailor  | \$ 9.75  |
| 15250 Washer, Machine   | \$ 7.14  |
| Machine Tool Operation and Repair Occupations:                |          |
| 19010 Machine-Tool Operator (Toolroom)                        | \$ 17.44 |
| 19040 Tool and Die Maker                                      | \$ 21.24 |
| Materials Handling and Packing Occupations:                   |          |
| 21010 Fuel Distribution System Operator                       | \$ 14.80 |
| 21020 Material Coordinator                                    | \$ 14.64 |
| 21030 Material Expediter                                      | \$ 14.64 |
| 21040 Material Handling Laborer                               | \$ 10.01 |
| 21050 Order Filler  | \$ 12.76 |
| 21071 Forklift Operator                                       | \$ 10.93 |
| 21080 Production Line Worker (Food Processing)                | \$ 11.25 |
| 21100 Shipping/Receiving Clerk                                | \$ 11.78 |
| 21130 Shipping Packer   | \$ 10.99 |

|  |          |
|--|----------|
| 21140 Store Worker I                                       | \$ 8.61  |
| 21150 Stock Clerk (Shelf Stocker; Store Worker II)         | \$ 11.13 |
| 21210 Tools and Parts Attendant                            | \$ 12.73 |
| 21400 Warehouse Specialist                                 | \$ 11.25 |
| Mechanics and Maintenance and Repair Occupations:          |          |
| 23010 Aircraft Mechanic                                    | \$ 18.39 |
| 23040 Aircraft Mechanic Helper                             | \$ 13.38 |
| 23050 Aircraft Quality Control Inspector                   | \$ 19.37 |
| 23060 Aircraft Servicer                                    | \$ 15.47 |
| 23070 Aircraft Worker                                      | \$ 16.45 |
| 23100 Appliance Mechanic                                   | \$ 17.44 |
| 23120 Bicycle Repairer                                     | \$ 14.43 |
| 23125 Cable Splicer  | \$ 18.39 |
| 23130 Carpenter, Maintenance                               | \$ 17.44 |
| 23140 Carper Layer   | \$ 16.85 |
| 23160 Electrician, Maintenance                             | \$ 17.93 |
| 23181 Electronics Technician, Maintenance I                | \$ 15.51 |
| 23182 Electronics Technician, Maintenance II               | \$ 19.80 |
| 23183 Electronics Technician, Maintenance III              | \$ 21.56 |
| 23260 Fabric Worker  | \$ 15.23 |
| 23290 Fire Alarm System Mechanic                           | \$ 18.39 |
| 23310 Fire Extinguisher Repairer                           | \$ 14.43 |
| 23340 Fuel Distribution System Mechanic                    | \$ 18.39 |
| 23370 General Maintenance Worker                           | \$ 15.90 |
| 23400 Heating, Refrigeration and Air-Conditioning Mechanic | \$ 18.39 |
| 23430 Heavy Equipment Mechanic                             | \$ 18.39 |
| 23440 Heavy Equipment Operator                             | \$ 18.66 |
| 23460 Instrument Mechanic                                  | \$ 18.39 |
| 23470 Laborer  | \$ 9.71  |
| 23500 Locksmith  | \$ 17.44 |
| 23530 Machinery Maintenance Mechanic                       | \$ 19.82 |
| 23550 Machinist, Maintenance                               | \$ 20.79 |
| 23580 Maintenance Trades Helper                            | \$ 13.38 |
| 23640 Millwright   | \$ 18.39 |
| 23700 Office Appliance Repairer                            | \$ 17.44 |
| 23740 Painter, Aircraft                                    | \$ 17.44 |
| 23760 Painter, Maintenance                                 | \$ 17.44 |
| 23790 Pipefitter, Maintenance                              | \$ 17.77 |
| 23800 Plumber, Maintenance                                 | \$ 17.44 |
| 23820 Pneudraulic Systems Mechanic                         | \$ 18.39 |
| 23850 Rigger   | \$ 18.39 |
| 23870 Scale Mechanic                                       | \$ 16.45 |
| 23890 Sheet-Metal Worker, Maintenance                      | \$ 18.39 |
| 23910 Small Engine Mechanic                                | \$ 19.37 |
| 23930 Telecommunications Mechanic I                        | \$ 18.39 |
| 23931 Telecommunications Mechanic II                       | \$ 19.37 |
| 23950 Telephone Lineman                                    | \$ 18.39 |
| 23960 Welder, Combination, Maintenance                     | \$ 18.39 |
| 23965 Well Driller   | \$ 18.39 |
| 23970 Woodcraft Worker                                     | \$ 18.39 |
| 23980 Woodworker   | \$ 14.80 |
| Personal Needs Occupations:                                |          |
| 24570 Child Care Attendant                                 | \$ 8.69  |
| 24580 Child Care Center Clerk                              | \$ 10.54 |
| 24600 Chore Aide   | \$ 6.39  |
| 24630 Homemaker  | \$ 12.05 |
| Plant and System Operation Occupations:                    |          |
| 25010 Boiler Tender  | \$ 18.39 |
| 25040 Sewage Plant Operator                                | \$ 17.44 |
| 25070 Stationary Engineer                                  | \$ 18.39 |
| 25190 Ventilation Equipment Tender                         | \$ 13.38 |
| 25210 Water Treatment Plant Operator                       | \$ 17.44 |
| Protective Service Occupations:                            |          |
| 27004 Alarm Monitor  | \$ 11.20 |
| 27006 Corrections Officer                                  | \$ 17.09 |



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|--|----------|
| 27010 Court Security Officer                                     | \$ 17.57 |
| 27040 Detention Officer  | \$ 17.09 |
| 27070 Firefighter  | \$ 15.83 |
| 27101 Guard I  | \$ 8.50  |
| 27102 Guard II   | \$ 11.20 |
| 27130 Police Officer   | \$ 19.80 |
| Stevedoring/Longshoremen Occupational Services:                  |          |
| 28010 Blocker and Bracer   | \$ 13.83 |
| 28020 Hatch Tender   | \$ 13.83 |
| 28030 Line Handler   | \$ 13.83 |
| 28040 Stevedore I  | \$ 13.00 |
| 28050 Stevedore II   | \$ 14.66 |
| Technical Occupations:   |          |
| 29010 Air Traffic Control Specialist, Center 2/                  | \$ 24.47 |
| 29011 Air Traffic Control Specialist, Station 2/                 | \$ 16.87 |
| 29012 Air Traffic Control Specialist, Terminal 2/                | \$ 18.59 |
| 29023 Archeological Technician I                                 | \$ 13.63 |
| 29024 Archeological Technician II                                | \$ 15.25 |
| 29025 Archeological Technician III                               | \$ 18.90 |
| 29030 Cartographic Technician                                    | \$ 18.90 |
| 29035 Computer Based Training (CBT) Specialist/Instructor        | \$ 17.93 |
| 29040 Civil Engineering Technician                               | \$ 18.90 |
| 29061 Drafter I  | \$ 10.75 |
| 29062 Drafter II   | \$ 13.46 |
| 29063 Drafter III  | \$ 15.11 |
| 29064 Drafter IV   | \$ 18.90 |
| 29081 Engineering Technician I                                   | \$ 11.55 |
| 29082 Engineering Technician II                                  | \$ 13.40 |
| 29083 Engineering Technician III                                 | \$ 16.10 |
| 29084 Engineering Technician IV                                  | \$ 18.48 |
| 29085 Engineering Technician V                                   | \$ 22.60 |
| 29086 Engineering Technician VI                                  | \$ 27.35 |
| 29090 Environmental Technician                                   | \$ 18.27 |
| 29100 Flight Simulator/Instructor (Pilot)                        | \$ 23.32 |
| 29150 Graphic Artist   | \$ 17.93 |
| 29160 Instructor   | \$ 18.40 |
| 29210 Laboratory Technician                                      | \$ 14.62 |
| 29240 Mathematical Technician                                    | \$ 18.48 |
| 29361 Paralegal/Legal Assistant I                                | \$ 13.22 |
| 29362 Paralegal/Legal Assistant II                               | \$ 16.86 |
| 29363 Paralegal/Legal Assistant III                              | \$ 20.62 |
| 29364 Paralegal/Legal Assistant IV                               | \$ 24.95 |
| 29390 Photooptics Technician                                     | \$ 18.48 |
| 29480 Technical Writer   | \$ 16.72 |
| 29491 Unexploded Ordnance Technician I                           | \$ 15.55 |
| 29492 Unexploded Ordnance Technician II                          | \$ 18.82 |
| 29493 Unexploded Ordnance Technician III                         | \$ 22.55 |
| 29494 Unexploded Safety Escort                                   | \$ 15.55 |
| 29495 Unexploded Sweep Personnel                                 | \$ 15.55 |
| 29620 Weather Observer, Senior 3/                                | \$ 17.02 |
| 29621 Weather Observer, Combined Upper Air & Surface Programs 3/ | \$ 14.62 |
| 29622 Weather Observer, Upper Air 3/                             | \$ 14.62 |
| Transportation/Mobile Equipment Operation Occups:                |          |
| 31030 Bus Driver   | \$ 13.24 |
| 31260 Parking and Lot Attendant                                  | \$ 7.50  |
| 31290 Shuttle Bus Driver   | \$ 10.42 |
| 31300 Taxi Driver  | \$ 9.67  |
| 31361 Truckdriver, Light Truck                                   | \$ 10.42 |
| 31362 Truckdriver, Medium Truck                                  | \$ 13.24 |
| 31363 Truckdriver, Heavy Truck                                   | \$ 15.54 |
| 31364 Truckdriver, Tractor-Trailer                               | \$ 16.93 |
| Miscellaneous Occupations:                                       |          |
| 99020 Animal Caretaker   | \$ 8.61  |
| 99030 Cashier  | \$ 6.51  |
| 99041 Carnival Equipment Operator                                | \$ 9.33  |

|       |  |          |
|-------|--|----------|
| 99042 | Carnival Equipment Repairer                                | \$ 10.06 |
| 99043 | Carnival Worker  | \$ 7.23  |
| 99050 | Desk Clerk   | \$ 9.45  |
| 99095 | Embalmer   | \$ 18.40 |
| 99300 | Lifeguard  | \$ 6.89  |
| 99310 | Mortician  | \$ 18.40 |
| 99350 | Park Attendant (Aide)                                      | \$ 8.48  |
| 99400 | Photofinishing Worker (Photo Lab Tech., Darkroom Tech)     | \$ 7.58  |
| 99500 | Recreation Specialist                                      | \$ 15.40 |
| 99510 | Recycling Worker   | \$ 9.33  |
| 99610 | Sales Clerk  | \$ 6.75  |
| 99620 | School Crossing Guard (Crosswalk Attendant)                | \$ 7.23  |
| 99630 | Sports Official  | \$ 6.75  |
| 99658 | Survey Party Chief (Chief of Party)                        | \$ 10.93 |
| 99659 | Surveying Technician (Instr. Person/Surveyor Asst./Instr.) | \$ 9.42  |
| 99660 | Surveying Aide   | \$ 6.16  |
| 99690 | Swimming Pool Operator                                     | \$ 11.47 |
| 99720 | Vending Machine Attendant                                  | \$ 9.33  |
| 99730 | Vending Machine Repairer                                   | \$ 11.47 |
| 99740 | Vending Machine Repairer Helper                            | \$ 9.33  |

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**\*\* Fringe Benefits Required For All Occupations Included In  
This Wage Determination \*\***

**HEALTH & WELFARE:** \$1.39 per hour or \$55.60 per week or \$240.93 per month.

**VACATION:** Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

**HOLIDAYS:** Minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

- 1/  
Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

- 2/  
**APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:** An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

- 3/  
**WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

**Source of Occupational Titles and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE**  
{Standard Form 1444 (SF 1444)}

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}

When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of

the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

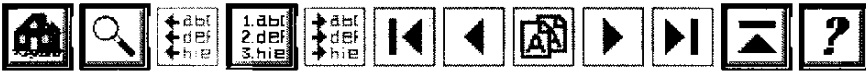
4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.



**DEPARTMENT OF DEFENSE  
CONTRACT SECURITY CLASSIFICATION SPECIFICATION**

*(The requirements of the DoD Industrial Security Manual apply  
to all security aspects of this effort.)*

**1. CLEARANCE AND SAFEGUARDING** SER: 044-98

a. FACILITY CLEARANCE REQUIRED

**SECRET**

b. LEVEL OF SAFEGUARDING REQUIRED

NONE

**2. THIS SPECIFICATION IS FOR: (X and complete as applicable)**

|                                 |                   |
|---------------------------------|-------------------|
| a. PRIME CONTRACT NUMBER        |                   |
| b. SUBCONTRACT NUMBER           |                   |
| c. SOLICITATION OR OTHER NUMBER | Due Date (YYMMDD) |
| X 35-0032-98                    |                   |

**3. THIS SPECIFICATION IS: (X and complete as applicable)**

|  |               |
|--|---------------|
| a. ORIGINAL (Complete date in all cases)   | Date (YYMMDD) |
| X  | 980731        |
| b. REVISED (Supersedes all previous specs) | Revision No.  |
|  |               |
| c. FINAL (Complete Item 5 in all cases)    | Date (YYMMDD) |
|  |               |

**4. IS THIS A FOLLOW-ON CONTRACT?**

☐ YES

☒ NO

If Yes, complete the following:

Classified material received or generated under \_\_\_\_\_ (Preceding Contract Number) is transferred to this follow-on contract.

**5. IS THIS A FINAL DD FORM 254?**

☐ YES

☒ NO

If Yes, complete the following:

In response to the contractor's request dated \_\_\_\_\_, retention of the identified classified material is authorized for the period of \_\_\_\_\_

**6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)**

|   |              |  |
|---|--------------|--|
| a. NAME, ADDRESS, AND ZIP CODE                              | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) |
| FOR RFP PURPOSES ONLY, NOT VALID FOR ACTUAL CONTRACT AWARD. |              |  |

**7. SUBCONTRACTOR**

|                                |              |  |
|--------------------------------|--------------|--|
| a. NAME, ADDRESS, AND ZIP CODE | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) |
| N/A                            |              | N/A  |

**8. ACTUAL PERFORMANCE**

|             |              |  |
|-------------|--------------|--|
| a. LOCATION | b. CAGE CODE | c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code) |
| N/A         |              | N/A  |

**9. GENERAL IDENTIFICATION OF THIS PROCUREMENT**

Provide Transportation Equipment Management, Operation and Maintenance of Transportation Equipment; Grounds Maintenance Services; and Pest Control Services.

**10. THIS CONTRACT WILL REQUIRE ACCESS TO:**

YES

NO

|   |  |   |
|---|--|---|
| a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION |  | X |
| b. RESTRICTED DATA                              |  | X |
| c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION   |  | X |
| d. FORMERLY RESTRICTED DATA                     |  | X |
| e. INTELLIGENCE INFORMATION:                    |  |   |
| (1) Sensitive Compartmented Information (SCI)   |  | X |
| (2) Non-SCI                                     |  | X |
| f. SPECIAL ACCESS INFORMATION                   |  | X |
| g. NATO INFORMATION                             |  | X |
| h. FOREIGN GOVERNMENT INFORMATION               |  | X |
| i. LIMITED DISSEMINATION INFORMATION            |  | X |
| j. FOR OFFICIAL USE ONLY INFORMATION            |  | X |
| k. OTHER (Specify)                              |  |   |

**11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:**

YES

NO

|  |   |   |
|--|---|---|
| a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY                    |   | X |
| b. RECEIVE CLASSIFIED DOCUMENTS ONLY   |   | X |
| c. RECEIVE AND GENERATE CLASSIFIED MATERIAL  |   | X |
| d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE   |   | X |
| e. PERFORM SERVICES ONLY   | X |   |
| f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES        |   | X |
| g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER |   | X |
| h. REQUIRE A COMSEC ACCOUNT  |   | X |
| i. HAVE TEMPEST REQUIREMENTS   |   | X |
| j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS   |   | X |
| k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE  |   | X |
| l. OTHER (Specify)   |   |   |

**12. PUBLIC RELEASE.** Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify):

Commanding Officer, Naval Research Laboratory, Washington, DC 20375-5320, Code 3531.

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)\* for review.  
\* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

**13. SECURITY GUIDANCE.** The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Access to classified information is not required for the purpose of submitting a bid/proposal for this statement work. However, prior to award of contract, the successful contractor will be required to have a SECRET facility clearance, and personnel available with DoD granted personnel security clearances commensurate with level of access required for performance of contract.

**14. ADDITIONAL SECURITY REQUIREMENTS.** Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

**15. INSPECTIONS.** Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

**16. CERTIFICATION AND SIGNATURE.** Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

TINA SMALLWOOD

b. TITLE

Contracting Officer, Security

c. TELEPHONE (Include Area Code)

202-767-2240/2521

d. ADDRESS (Include Zip Code)

Naval Research Laboratory  
Washington, DC 20375-5320

**17. REQUIRED DISTRIBUTION**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | a. CONTRACTOR   |
| <input type="checkbox"/>            | b. SUBCONTRACTOR  |
| <input checked="" type="checkbox"/> | c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR          |
| <input type="checkbox"/>            | d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION |
| <input type="checkbox"/>            | e. ADMINISTRATIVE CONTRACTING OFFICER                             |
| <input checked="" type="checkbox"/> | f. OTHERS AS NECESSARY 1221.11, 3531, 3502                        |

e. SIGNATURE

